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California

Local government Pamphlets

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WATER RESOURCES OF SAN DIEGO COUNTY



Water supply - C -
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Water supply

Dec XXII, Item 321

REPORT

OF THE

²
Water Committee

TO THE

Board of Directors of the
San Diego Chamber
of Commerce

MAY 15, 1916

SUBJECT:

Water Resources of San Diego County

**Board of Directors,
San Diego Chamber of Commerce.**

Gentlemen:

Article VII Section 4 of the By-Laws of the San Diego Chamber of Commerce reads as follows:

"The Water Committee shall consist of five members, which committee shall select its own Chairman and Secretary. The duty of said committee shall be to make complete investigation of the water resources of San Diego County and the possible methods for their conservation, development and distribution, and shall submit to the Board of Directors a detailed report with recommendations."

In accordance with the above instructions your Committee respectfully submits the following report of C. S. Alverson, Hydraulic Engineer.

SOURCE OF SUPPLY

A hydrographic study of the local conditions develops the fact that San Diego County has several streams of ordinary volume but no single large river from which we can secure an ample supply of water to develop the large areas of mesa, valley and other arable lands in this section as well as a domestic supply for the towns and cities. Under these conditions there are potent and conclusive reasons of a public as well as a private nature for the construction of a comprehensive reservoir system to store the water in times of annual flood and sudden freshets and make it available for use. As nature has created the streams, the greater portion of water runs to waste during the non-irrigation season and when the use of water in towns and cities is below normal.

Along the channel and bed of the streams nature has provided underground storage reservoirs from which we may draw; especially in times of drought. In this connection it may be well to state that the complete storage of all the flood waters in the reservoirs may not be economic or feasible. The loss from evaporation in a three-years' supply in a reservoir is far in excess of the loss in underground waters.

The legitimate source of supply is the upper San Luis Rey River, the Santa Ysabel River, and its branches, the San Diego River, the Sweetwater River, the Otay Creek, the Cottonwood or Tijuana of the north, and the Tijuana of the south. Also the pumping stations referred to.

The tables and maps which accompany this report have been carefully compiled and are believed to be a substantially correct statement of conditions and facts.

PHYSICAL AND ECONOMIC CONDITION

The physical and economic condition of the different properties are as follows:

ON THE SAN LUIS REY RIVER

The present owners, the Volcan Land & Water Company, have purchased the reservoir lands for the Warner storage; have entered into an agreement with the Mutual Water Company of Escondido in reference to their water rights on the river; also have purchased the land and silenced the riparian and water rights with two or three exceptions, from Warner ranch to the Ocean. They have also done about \$76,000.00 worth of work and construction at the Warner's dam-site. Also surveys and road construction. This has taken about nine years.

SANTA YSABEL OR BERNARDO RIVER

The Volcan Land & Water Company on this stream has acquired the water rights and lands formerly owned by the Linda Vista Irrigation District. They have also purchased other lands and made surveys and bearings on the dam-sites. Also have purchased the bonds and disorganized the Linda Vista Irrigation District, which included a portion of the Linda Vista Mesa, and thousands of acres in the Pueblo of San Diego. It has taken several years to accomplish the above described work.

SAN DIEGO RIVER

Commencing at the Old Town Bridge, the City of San Diego is the owner of several tracts of land, also riparian and other water rights, together with a pumping plant of some five-million gallons capacity per 24 hours. Other portions of Mission Valley is owned by private individuals

and corporations. From the Old Mission Dam to a point above Lakeside private parties have in the last few years made extensive improvements in developing the water and land lying along the river. The Capitan Grande Indian Reservation extends for several miles along the river. The El Capitan Reservoir site is partially within this reservation, although the dam-site is owned by the Cuyamaca Water Company. The San Diego Flume Company's system, built some 27 years ago, is now owned by the Cuyamaca Water Company, who furnish water for irrigation and domestic use to a portion of the inhabitants in El Cajon, Spring Valley, La Mesa, East San Diego and other sections; also part of the time a portion of the water supply of San Diego City. The City of San Diego, jointly with the La Mesa, Lemon Grove, and Spring Valley Irrigation District, brought before the State Railroad Commission condemnation proceedings against all the property of the Cuyamaca Water Company. The Railroad Commission placed a valuation of approximately \$745,000.00 on the property. The City of San Diego had a hearing before the Land Office to acquire the right to flood that portion of the lands of the proposed El Capitan reservoir lying within the Indian Reservation. The La Mesa, Lemon Grove and Spring Valley Irrigation District have voted bonds and seek to acquire water for irrigation and domestic use. The District has water rights from the Cuyamaca Water Company for 138 miner's inches, or 1,788,480 gallons per 24 hours or 652,795,200 gallons per year or 2126 acre-feet.

SWEETWATER RIVER

The Sweetwater Water Company are the owners of the water system and control the flood waters of the stream. The Sweetwater reservoir furnishes the water for irriga-

tion and other uses. Additional development and extensions are contemplated by the Company.

OTAY CREEK

On this Creek and one of its branches is located the Upper and Lower Otay Reservoirs, which are more fully described in this report. The ownership is vested in the City of San Diego.

COTTONWOOD CREEK

On this stream is located the Moreno Reservoir and the proposed Barrett Reservoir. The ownership is vested in the City of San Diego. On the same stream below, near where it crosses the Boundary Line between Mexico and the United States, is the proposed Marron Valley Reservoir. A portion of the reservoir will be in the United States and a portion in Mexico. A detailed survey of this reservoir has been made by the City. The City of San Diego is the owner of several tracts of land in the portion in the United States.

TIJUANA RIVER OF THE SOUTH

This is entirely in Mexico and is more fully described in this report. Under the Mexican law a concession for the waters of a stream and the right to construct and operate a system of water works carries with it the obligation to furnish water for the irrigation of the lands under the system. Also water for the municipal use of any town under the aqueduct. A maximum price to be charged for the water so used is fixed in the concession.

Including the town of Tijuana, the total area in Mexico that will be irrigated will not exceed more than 3,000 acres. A considerable portion of this can be supplied with water pumped from the river below the dam-site.

OLD MISSION DAM (on San Diego River)

Located at head of gorge at lower end of the north El Cajon Valley, and is a low masonry structure from 8 to 10 feet in height. Built about 1776—140 years ago. Total area of watershed above dam-site, 376 square miles.

Elevation, Bottom Contour of dam, 275 feet above sea level.

Elevation, top proposed 50 feet dam, 325 feet above sea level.

Width of Canyon at base of dam, 275 feet.

Width of Canyon at top of dam, 600 feet.

Area flooded at 50 feet Contour, 740 Acres (Approx.).

Capacity of Reservoir 50 ft. Contour, 12,700 Acres-feet. (Approx.)

Capacity of Reservoir 50 ft. Contour, 4,139 Million Gal. (Approx.)

It is proposed to build a hollow reinforced dam 50 feet in height. Install a pumping plant under the down-stream face of the dam, direct connected to the outlet.

On the hill just above the dam, construct the distributing reservoir recommended in 1904. Elevation O-Contour 410 feet, Elevation of the water surface, 455 feet, Elevation top of dam, 460 feet A. S. L. Capacity of reservoir at Elevation 455 feet, 20 Million gallons. (Approx.) Normal capacity of Pumping Plant, 7.5 million gallons per 24 hours. Theoretical H. P. 230, Actual H. P. 355; Recommended H. P. 400.

The water would flow by gravity to University Heights Reservoir, a distance of 48,600 lineal feet, or 9.2 miles.

The following is the measured runoff of the San Diego River at the Old Mission Dam:

Year 1912	4,356,352,000	gallons	or	13,374	Acre-feet.
Year 1913	561,882,700	gallons	or	1,725	Acre-feet.
Year 1914	3,819,544,000	gallons	or	11,726	Acre-feet.
Year 1915	26,865,473,000	gallons	or	82,477	Acre-feet.
Total for 4					
years	35,603,251,700	gallons	or	109,302	Acre-feet.
Average per					
year	8,900,812,925	gallons	or	27,325	Acre-feet.

SWEETWATER WATER COMPANY

The source of supply is from the Sweetwater River. The main branches of the Sweetwater Dam are Green Creek, which heads on the south and east slope of the Cuyamaca Mountains, and Gualay Creek, which heads to the south of the Cuyamaca Rancho. The Sweetwater River flows in a southwesterly direction into the Bay of San Diego near its head.

The reservoir and dam is located on the Sweetwater River, 7 miles from its mouth.

The distributing system covers a portion of the lands of Chula Vista, National City, and the surrounding country.

SWEETWATER RESERVOIR

Area of Watershed 186 Square Miles.

Contour.	Area Flooded.		Capacity.		Elevation. Above S.L.
	Acres.		Mil. Gals.	Acre-Ft.	
0	0				145
10	14.50		24.208	74	155
20	68.00		150.858	463	165
30	138.85		490.635	1506	175
40	249.40		1112.663	3415	185
50	364.85		2123.481	6517	195
60	510.95		3588.690	11013	205
70	695.15		5555.899	17050	215
80	945.00		8283.721	25422	225
90	1055.00		11542.294	35422	235

The runoff from 1905 to 1911-12 was 102,916 acre-feet, yearly average 14,702 acre-feet.

Note.—The storms of January, 1916, destroyed a portion of the dam at the north end, but is being repaired and is to be restored to its original height.

SAN DIEGO CITY WATER SYSTEM SOURCE OF SUPPLY

FIRST: The Moreno Reservoir on Cottonwood Creek which is a loose rock-fill dam with a reinforced concrete water face. Completed to the 155-foot Contour.

Area of watershed, 135 Square miles.

Elevation of Bottom Contour, 2,882.4 feet above sea level.

Floor of Spillway at the 146-foot contour at this elevation.

Capacity, 13,700,000,000 gallons or 42,059 acre-feet.

SECOND: Proposed Barrett Reservoir on Cottonwood Creek below junction of Pine Creek. Between Moreno and Barrett area of watershed also 135 square miles. Capacity at 125-foot contour about 5,000,000,000 gallons or 15,350 acre-feet.

THIRD: Lower Otay Reservoir on Otay Creek, which was an earth and rock-fill dam with a steel core.

Area of watershed about 86 square miles.

Elevation Bottom Contour, 347 feet above sea level. (Approx.)

Floor of spillway at 125-foot contour (Approx.) at this elevation.

Capacity, 11,915,000,000 gallons, or 36,559 acre-feet.

NOTE.—This dam was washed away in floods of January, 1916.

FOURTH: Upper Otay Reservoir on branch of Otay Creek is a curved Masonry dam with some steel reinforcement.

Area of watershed about 12 square miles.

Elevation Bottom Contour, 478 feet above sea level.

Floor of spillway at contour 73.6 or 549.6 feet above sea level at this elevation; area flooded 143 acres.

Capacity, 990,000,000 gallons or 3,039 acre-feet.

If the Barrett Dam is built with water surface at 125-foot contour and the Otay Dam reconstructed with water surface at the 125-foot contour, there would be a combined storage in the Moreno, Barrett, Upper Otay, and Lower Otay of 31,605,000,000 gallons or 97,107 acre-feet.

The Dulzura conduit from Barrett Dam-site to head waters of Otay Creek has a capacity of about 40 million gallons per 24 hours, or 14,600,000,000 gallons per year, with which to regulate the flood waters and draw from the combined storage of Moreno and Barrett Reservoirs. The estimated safe net yield from the above described system is 10 million gallons per 24 hours.

If the proposed Marron Valley Reservoir near Boundary Monument No. 249 is constructed with water surface at the 120-foot contour, the storage would be 14,820 million gallons or 45,530 acre-feet. Estimated safe yield is 5 million gallons per 24 hours, making a total of 15 million gallons per 24 hours.

The above development is based on the supposition that the City of San Diego joins in a Metropolitan Water District as outlined in this report. If the City does not join in the above arrangement then some other methods would have to be adopted.

MARRON VALLEY RESERVOIR

Capacity Table.

Contour.	Area Flooded. Acres.	Capacity.		Elevation. U.S.G.S. <small>Proposed water level</small>
		Acre-Ft.	Mill. Gals.	
0	0	0	0	506.5
10	13	65	21	516.5
20	26	261	85	526.5
30	65	718	234	536.5
40	127	1682	548	546.5
50	222	3431	1117	556.5
60	367	6378	2080	566.5
70	470	10560	3440	576.5
80	565	15740	5130	586.5
90	648	21800	7110	596.5
100	752	28800	9380	606.5
110	835	36740	11350	616.5
120	924	45530	14820	626.5
130	1013	55220	18000	636.5
140	1116	65860	21450	646.5
150	1218	77530	25200	656.5

Part of reservoir in Mexico and part in United States.

Area of Watershed below Barrett Dam.

In the United States.....190 Square miles

In Mexico 45 Square miles

Total watershed.....235 Square miles

Measured stream flow at Dam-site.

From Jan. 1, 1915, to May 31, 1915—7,325,000,000 gallons.

Probably one-third of the above was surplus from Barrett Dam.

TIJUANA RIVER OF THE SOUTH

The Tijuana River of the South is entirely in Mexico and heads near the summit of the divide some 70 miles easterly from the town of Tijuana. The general elevation of the divide is from 4,000 to 5,000 feet above sea level.

This summit is also the dividing line between the Colorado Desert and the Pacific Ocean. The main stream with its branches flows in a westerly direction through the valleys and canyons and unites with the Cottonwood or Tijuana River of the North in Mexico, about $4\frac{3}{4}$ miles southeasterly from the town of Tijuana. The western slope near the head waters has a considerable growth of pine and other varieties of timber. The greater portion of the watershed is rough and broken, which insures a larger runoff than if it were level plains. Table Mountain, located about 7 miles south of the Garcia dam-site, has an elevation of 2275 feet. Las Tuntas Mountains, some 25 miles easterly from the dam-site, have an elevation of from 3,000 to 4,000 feet above the sea level.

From the junction of the Tijuana River of the North and the South the river flows in a northwesterly direction and enters the United States some 2000 feet S. $84^{\circ} 13' W.$ of Monument No. 255 of the Boundary Line, a distance of about $4\frac{3}{4}$ miles; elevation, about 60 feet above sea level.

From this point the stream is in the United States and flows in a westerly direction about 6 miles, when it flows into the Pacific Ocean.

GARCIA RESERVOIR AND DAM-SITE ON TIJUANA RIVER IN BAJA CALIFORNIA

Location, about 11 miles below Boundary Line.

Area of watershed, about 1,000 square miles.

A survey of the above reservoir and dam-site was made by C. S. Alverson, C. E., in 1913-14, for private parties.

The dam-site is very favorably located. Immense ledges basalt and trap rock in the immediate vicinity will furnish plenty of material for the construction of any type of

masonry dam. The San Diego and Arizona Railway runs within about 1000 feet of the dam-site. Building material of all kinds can be imported into Baja California free of duty for the construction of the works.

In the bed of stream for 50 feet in width considerable excavation will have to be made to reach bedrock, on the remaining width the bedrock is on or near the surface. Up to the 75-foot contour on the side wall is practically solid rock.

The following is the capacity of the proposed Reservoir:

Contour.	Area Flooded. Acres.	Capacity. Acres-Ft.	Elevation. Mil. Gals.	A.S.L.
50				276 Elev. of Outlet
130	940	45,536	14,832	356
135	945	49,956	16,272	361
137	947	51,850	16,889	363
140	950	54,982	17,909	366

The water in the above reservoir can be delivered to the U. S. Boundary Line at an Elevation of 210 feet above sea level, and the length of conduit line would be about 64,200 lineal feet or 12.16 miles.

PROPOSED STORAGE CAPACITY OF RESERVOIRS

Name.	Capacity.		Proposed Contour.
	Acre-Ft.	Mil. Gals.	
Warner Reservoir	88,450	28,811	82.5
Pamo Reservoir	47,500	15,480	156.0
Carroll Reservoir	23,030	7,500	90.0
Santa Maria Reservoir	8,736	2,845	80.0
San Clemente Reservoir	8,574	2,790	90.0
Cuyamaca Reservoir	11,415	3,718	35.0
Diverting Dam Reservoir.....	3,100	1,010	84.0
El Capitan Reservoir.....	70,700	23,029	160.0
Old Mission Dam Reservoir...	12,700	4,139	50.0
La Mesa Reservoir	5,920	1,928	100.0
Sweetwater Reservoir	35,422	11,542	90.0
Moreno Reservoir	42,059	13,700	146.0
Barrett Reservoir	15,350	5,000	125.0
Upper Otay Reservoir	3,039	990	73.6
Lower Otay Reservoir	36,559	11,915	125.0
Marron Valley Reservoir.....	45,530	14,820	120.0
Garcia (Tijuana) Reservoir ...	54,982	17,909	140.0
Sum Total	513,076	167,126	

To the above add the small distributing reservoirs, namely: Eucalyptus, Chollas Heights, University Heights, Old Town, Pacific Beach and La Jolla.

DUTY AND USE OF WATER

The following is the estimated duty of the water per acre per annum. It includes Domestic and City use. The table is comparative and forms a basis of estimates:

On 10,000 acres—87,120 cu. ft. or 651,700 gallons per acre.
 On 10,000 acres—65,340 cu. ft. or 488,775 gallons per acre.
 On 60,000 acres—43,560 cu. ft. or 325,850 gallons per acre.
 On 25,000 acres—32,670 cu. ft. or 244,387 gallons per acre.
 On 25,000 acres—10,890 cu. ft. or 81,462 gallons per acre.
 Total 130,000 acres.

The above area of land includes roads, boulevards, streets, stream beds, non-tillable tracts, also business and residence sections in the towns and cities. Vacant lots in the towns and cities, uncultivated tracts in the suburbs, and outlying sections, is the universal condition that exists in the well developed irrigated districts. The full amount of water proposed to be developed will not be required for actual use until the above described territory becomes densely settled and intense cultivation is practiced. If in the distant future more water is required, additional developments can be made on some of the branch streams, also increased pumping facilities installed to tide over periods of protracted drouth if they again recur.

Recent investigations furnish conclusive evidence that more than fifty per cent of the water used in the United States is a useless waste of this necessary element. This applies to the use of water in cities and town and for irrigation.

The character of the soil and climatic conditions materially affect the amount of water necessary to be used.

RECOMMENDATIONS

Of C. S. ALVERSON

Based on the assumption that a Metropolitan Water District will be formed on the plan heretofore outlined in this report, I recommend the following method of developing the water supply of San Diego County. Assuming that the District acquires by purchase or otherwise all the property and rights of the different owners of the heretofore described water systems.

A. Complete the Warner Dam to the 90-foot contour, the water surface to be the 82.5-foot contour.

B. Construct a conduit line from the Warner Reser-

voir (capacity 80 second-feet) and thence along the hillside above the left bank of the San Luis Rey River to tunnel No. 3 where it turns to the left and passes through the ridge that forms the dividing line between the watersheds of the San Luis Rey River and Pamo Creek. The lower approach of tunnel No. 3 ends at Station 332, or 6.29 miles. Elevation 2612 feet above sea level. From this point the water will flow down the channel of the stream to Pamo dam-site. Elevation, 850 feet above sea level.

C. At the Pamo Reservoir build a dam top 170-foot contour, water surface at the 156-foot contour.

D. Construct a conduit line from the Pamo Reservoir (capacity 54 second-feet) as shown on the map to end of tunnel, through the Poway divide above the proposed San Clemente Reservoir. Length of conduit line, 24.8 miles.

E. Build the San Clemente Dam top 95-foot contour, water surface at the 90-foot contour. From the San Clemente reservoir a conduit line can be constructed to make connections with desired points.

F. At the Santa Maria Reservoir site build a dam. Top of dam 87-foot contour, water surface at 80-foot contour. Connect this reservoir with the Pamo-San Clemente line by a conduit some 9580 feet in length.

G. At the Carroll reservoir site build an overflow dam. Top of dam at the 90-foot contour. At the dam install a pumping plant to raise the water to the proper height so that it will flow by gravity to San Diego. From the above point construct a conduit line to the Linda Vista Mesa and the Pueblo Lands north of San Diego River.

The above described development would give a daily supply of 27.5 million gallons for the territory north of San Diego and makes a complete unit. What portion of this unit is to be developed first to be determined later.

ON THE SAN DIEGO RIVER

H. Continue to utilize the Cuyamaca Reservoir as in the past, but construct a conduit similar to the Moreno-Barrett line a part of the way between Cuyamaca and the diverting dam to save loss in transmission.

Raise the Diverting dam to the 84-foot contour, giving a storage of some 3100 acre feet. Build the El Capitan dam to the 160-foot contour. Raise the La Mesa dam to the 100-foot contour. Raise the Old Mission dam to the 50-foot contour and install a pumping plant, and build a distributing reservoir and a pipe line to San Diego as described elsewhere in this report. Combine the pumping plants in Mission Valley.

The above would give a daily supply of 24.5 million gallons for the territory south of San Diego River and makes a second unit in the complete system.

ON THE SWEETWATER RIVER

I. The Sweetwater Water Company system, if it becomes a part of the proposed district, can be made interchangeable with the Moreno, Barrett, Otay system and forms a part of the third unit in the system.

OTAY, BARRETT, MORENO SYSTEM

J. This is an important factor in the distribution of the water for Otay, National Rancho, Encanto and East San Diego to be used in connection with the Sweetwater and San Diego River supply, and forms the fourth unit in the system.

TIJUANA RIVER PUMPING PLANT

Presumably located in Section 3, T. 19 S., R. 2 W. This would be a double system or a low and high service. The low service for the low land around South San Diego,

Onconta, and Nestor. The high service to pump into the Coronado pipe line and the Highland Reservoir above the town of Nestor.

TIJUANA RIVER OF THE SOUTH

This is the Garcia Reservoir Site and is entirely in Baja California, and if it can be acquired on reasonable terms it will form a considerable factor in the system. It has been more fully described in another part of this report.

If a general plan of conservation is adopted, the above method of development would seem to be a practical solution of the problem, but if the City of San Diego elects to develop its own water supply and does not join with the other towns and suburban sections, then some of the above will have to be eliminated.

It may be that some of the data and information contained in the foregoing and following pages was not necessary in a report of this kind, but during the last thirty years the writer has been connected with the different water developments in San Diego County and desires that a portion at least of the knowledge acquired may be made of public record.

It is important that some definite action be taken looking toward the immediate development of these water supplies in a united and intelligent manner.

Respectfully submitted,

C. S. ALVERSON,
Hydraulic Engineer.

EVAPORATION AND OTHER LOSSES

In determining the loss of water stored in artificial reservoirs from evaporation and other causes a separate study and investigation must be made of each gathering and storage basin, in order to arrive at a reasonable degree of accuracy.

The following are the principal elements that influence evaporation:

(1) The amount of evaporation from bodies of water increases with the temperature of the water, with the wind; and diminishes with increased moisture.

(2) The lower temperature of water at high elevations and the lower dew points tend to decrease the evaporation.

(3) The diminished barometric pressure of high elevations tends to increase the evaporation, amounting to 14% at 8,000 feet and to 18% at 10,000 feet over the evaporation at 5,000 feet.

(4) Evaporation is lessened by any influence which diminishes the wind or decreases the temperature of the water.

(5) Evaporation proceeds when the water is frozen, but is less; averaging about 1 to $1\frac{1}{2}$ inches per month.

(6) Every mile of wind movement in 24 hours increases the evaporation by from 1 to 2% over the evaporation if calm.

(7) Assuming the loss of 5 feet in depth per annum, an area of 100 acres would require $\frac{3}{4}$ cubic feet of water per second for the whole year to make good the loss of evaporation.

(8) The evaporation is not necessarily the same from adjacent bodies of water located at the same elevation.

TABLE I.

RAINFALL DATA SAN LUIS REY RIVER WATERSHED

Located in San Diego County, Calif.

FOR THE WARNER RESERVOIR WATERSHED

Season.	Warner Springs	Mesa Grande	Warner Dam
	Elev. 3,165 Ft.	Elev. 3,450 Ft.	Elev. 2,700 Ft.
	Inches.	Inches.	Inches.
1893-94	27.26*	21.03*	16.03*
94-95	20.92*	34.73*	29.73*
95-96	7.92*	14.81*	9.81*
96-97	14.78*	28.99*	23.99*
97-98	8.91*	16.23*	11.23*
98-99	7.10*	17.71*	12.71*
99-00	12.37*	25.97*	20.97*
1900-01	16.34*	27.89*	22.89*
01-02	16.14*	24.25*	19.25*
02-03	20.30*	26.98*	21.98*
03-04	10.07*	14.30*	19.30*
04-05	26.86*	40.30*	35.30*
05-06	30.03*	47.03	42.03*
06-07	23.23	33.66	28.66*
07-08	15.91	27.67	22.67*
08-09	17.68	36.67	31.67*
09-10	22.45	29.55	24.55*
1910-11	17.49	27.75	22.75*
11-12	14.06	27.60	22.60
12-13	13.81	25.65	20.65
13-14	18.55	30.99	25.99
Totals.....	362.18	579.76	484.76
Seasonal Av'age	17.25	27.61	23.08

Seasonal Rainfall quantities marked (*) are computed.

TABLE II.

REVISED RATING TABLE COMPILED FROM 21
YEAR PERIODAverage Precipitation and Runoff
San Luis Rey River.

Description.	Area Sq. Mi.	Mean Annual Precipitation Ins. Ac.-Ft.		Average Annual Runoff Mean % Per of Run- Total Sq. Mi. off to Ac.-Ft. Ac.-Ft. Rainfl.		
Drainage Basin Above the Warner Dam	205	21.50	233,536	20,509	100.0	8.8
Warner Dam to the Escondido Diversion . . .	32	26.10	44,442	6,194	193.5	14.
Escondido Div's. to the U.S.G. Station above Pala	81	20.80	90,266	7,045	87.0	7.8
Total	318		368,244	33,748		

NOTE.—Examination of the above table in connection with other tables in this report shows that for the period from 1893-94 to 1913-14, or 21 years, that only 10 per cent of the total precipitation would have been available in surface runoff. The remaining 90 per cent being lost to view, but not to use, provided proper measures had been taken to develop and utilize the great underground storage reservoirs. When it is remembered that over 50 per cent of the water used in Southern California is obtained from underground sources it is imperative to consider this phase of the future water development for the City of San Diego.

TABLE III.

SURFACE RUNOFF FROM THE SAN LUIS REY
RIVER

Located in San Diego County, California.

Values are given in Acre Feet.

Season.	Above the Warner Dam 205 Sq. Mi.	Warner Dam to Escondido Ditch Diversion 32 Sq. Mi.	Escondido Diversion to Pala Station 81 Sq. Mi.	Total For Pala 318 Sq. Mi.
1893-94	13,780	4,050	4,560	22,390
94-95	30,500	8,230	9,270	48,000
95-96	3,910	950	1,080	5,940
96-97	18,590	4,730	5,340	28,660
97-98	4,590	1,050	1,180	6,820
98-99	4,320	1,020	1,160	6,500
99-00	13,120	3,240	3,650	20,010
1900-01	17,600	4,560	5,150	27,310
01-02	12,030	3,040	3,420	18,490
02-03	25,700	6,660	7,500	39,860
03-04	4,590	1,230	1,396	7,216
04-05	28,200	7,810	8,815	44,825
05-06	66,957	19,310	21,777	108,044
06-07	38,800	23,070	26,020	87,890
07-08	17,160	4,890	5,505	27,555
08-09	24,050	12,950	14,608	51,608
09-10	38,800	5,160	5,812	49,772
10-11	27,050	6,470	8,570	42,090
11-12	12,030	4,990	5,620	22,640
12-13	6,042	2,240	2,525	10,807
1913-14	22,867	4,424	4,988	32,279
Totals	430,686	130,074	147,946	708,706
Seasonal Average	20,508	6,194	7,045	33,748

TABLE IV.

WARNER RESERVOIR

Area of Watershed 205 Square Miles

CAPACITY AREA AND EVAPORATION TABLE.

Elev.	Depth.	Acres Flooded.	Capacity Acre-Ft. Mill. Gals.	Seasonal net Evaporation Acre-Ft.
2620	.0			
2630	10.	17	58	19
	12.5	28	210	42*
2635	15.	37	250	70
	17.5	45	300	81
2640	20.	58	433	92
	22.5	76	660	112
2645	25.	117	990	141
	27.5	175	1400	145
2650	30.	260	2026	190
	32.5	363	3010	292
2655	35.	500	4400	322
	37.5	660	6012	292
2660	40.	875	7706	438
	42.5	1045	10800	660
2665	45.	1180	12800	660
	47.5	1300	16010	1433
2670	50.	1400	19095	1250
	52.5	1500	22750	1650
2675	55.	1612	26750	2510
	57.5	1718	30800	2184
2680	60.	1822	35274	2612
	62.5	1930	39985	2950
2685	65.	2060	44800	3250
	67.5	2175	50000	3750
2690	70.	2300	55874	4128
	72.5	2450	62000	4295
2695	75.	2600	68600	4555
	77.5	2770	75025	4825
2700	80.	2960	82218	5155
	82.5	3185	88450	5438
2705	85.	3425	95000	5750
				6125
				6500
				6925
				7400†
				7962
				8562‡

*Outlet Tunnel. †Water Elevation. ‡Top of Dam.

TABLE V.

WARNER RESERVOIR ESTIMATED DUTY Top of Dam 85-Foot Contour. Water Level 80-Foot Contour.

Based on the assumption that on July 1st, 1893, the water level stood at the 62.5-foot contour, or amount stored, 40,000 Acre Feet, and draft begins of 40 Acre Feet, or 13 million gallons per 24 hours.

Values are Given in Acre Feet.

Season.	Seasonal Runoff.	Seasonal Draft.	Seasonal Loss and Evap'tion.	Total Depletion.	Stored in Reservoir. July 1. 1894
Stored	40,000				
1893-94	13,780	14,600	4,530	19,130	34,650
94-95	30,500	14,600	5,010	19,610	45,540
95-96	3,910	14,600	4,580	19,180	30,270
96-97	18,590	14,600	3,990	18,590	30,270
97-98	4,590	*12,180	3,460	15,640	19,200
98-99	4,320	*12,180	2,740	14,920	8,600
99-00	13,120	*12,180	2,030	14,210	7,520
1900-01	17,600	*12,180	1,885	14,065	11,055
01-02	12,030	*12,180	2,125	14,305	8,780
02-03	25,700	*12,180	3,100	15,280	19,200
03-04	4,590	14,600	2,780	17,380	6,410
04-05	28,200	14,600	1,710	16,310	18,300
05-06	66,957	14,600	4,647	19,247	70,000
06-07	†38,800	14,600	6,670	21,270	75,500
07-08	17,160	14,600	6,690	21,290	71,370
08-09	24,050	14,600	6,650	21,250	74,270
09-10	†38,800	14,600	6,910	21,510	74,300
10-11	†27,050	14,600	6,805	21,405	75,000
11-12	12,030	14,600	6,620	21,220	66,310
12-13	6,042	14,600	6,122	20,722	51,630
13-14	22,867	14,600	5,497	20,097	52,400

Totals 470,686 292,080 94,551 386,631

Balance stored Reservoir on July 1, 1914—52,400 Acre Feet.

†Excess Runoff over spillway to July 1, '14 30,000 Acre Feet.

*Deficiency in storage from July, 1897, to
July, 190314,520 Acre Feet.

TABLE VI.

SAN LUIS REY RIVER

DIVERSION AT HEAD OF ESCONDIDO DITCH

Located in SW $\frac{1}{4}$ of NW $\frac{1}{4}$ Sec. 33, T. 10 S., R. 1 E.

Values Given in Acre Feet.

Date.	*Yearly Diversion.	Season.	Runoff from Warner Dam to Escondido Diversion	
			Seasonal.	Aggregate.
1905	2345	1904-05	7810	7810
1906	3087	05-06	19310	27120
1907	2350	06-07	23070	50190
1908	2644	07-08	4890	55080
1909	3145	08-09	12950	68030
1910	2634	09-10	5160	73190
1911	3230	10-11	6470	79660
1912	2711	11-12	4990	84650
1913	4260	11-13	2240	86890
1914	5594	13-14	4424	91314
Total	32000	Total	91314	
Yearly		Seasonal		
Average	3220	Average	9131	

*Authority, United States Geological Survey.

(See Water Supply Paper 331, Page 51.)

NOTE—On June 21, 1912, an agreement was entered into between the Escondido Mutual Water Co. and the Volcan Land and Water Company. A synopsis of this contract shows that during the critical period determining the safe net yield of the Warner Reservoir it would have been necessary to furnish or release from the Warner Reservoir the average amount of 742 Acre Feet per annum in order to meet the contract agreement of 4143 Acre Feet per annum, the assumed acquired rights of the Escondido Mutual Water Company.

TABLE VII.
COMPARATIVE AREA FLOODED AND STORAGE.

Contour.	Warner Reservoir		El Capitan Reservoir	
	Acres Flooded.	Storage Acre-Ft.	Acres Flooded.	Storage Acre-Ft.
20	58	433	46	614
25	117	990	62	880
30	260	2026	76	1228
35	500	4400	88	1540
40	875	7706	107	1995
45	1180	12800	127	2600
50	1400	19095	153	3378
55	1612	26750	173	4210
60	1822	35274	200	5220
65	2060	44800	227	6280
70	2300	55874	260	7360
75	2600	68600	303	8650
80	2960	82218	353	10430
85	414	12260
90	475	14400
95	546	16900
100	615	20000
105	667	23125
110	720	26700
115	761	30300
120	800	34400
125	838	38500
130	880	42500
135	925	47500
140	970	51500
145	1010	56000
150	1050	60500
155	1100	65875
160	1165	70700

ESTIMATED COST OF CONSTRUCTED PORTION OF WARNER DAM AND RESERVOIR

Sub-masonry cut-off wall, borings, etc.....	\$25,000
1,020 lineal feet of outlet tunnel, (concrete lined)	
at \$18	18,360
Outlet basin, weir, etc.,	3,500
Buildings and water supply to same.....	7,000
Improvements, fencing, etc.,	2,000
Equipment and tools	4,000
Surveys of Reservoir Site and Dam-site.....	3,000
Add 8% for 1 year ($\frac{1}{2}$ period) for interest.....	5,030
Total	<u>\$67,890</u>
Add 12% for Overhead charges.....	<u>8,150</u>
Sum Total	<u>\$76,040</u>

PROPOSED SUTHERLAND RESERVOIR ON SANTA YSABEL CREEK

Direct Watershed Santa Ysabel, 54 square miles, Tributary Black Canyon, 14 square miles, Elevation of Contour, 1913 feet above mean sea level per U. S. Geographical Survey. Elevation of proposed outlet at the 30-foot Contour or Elevation 1943.

Elev.	Contour.	Acres Flooded.	Capacity		Acre-Ft. Per Acre Flooded.
			Acre-Ft.	Mil. Gals.	
1923	10	1.63	2	2.932	5.50
1933	20	7.50	55	17.922	7.33
1943	30	22.10	202	65.822	9.05*
1953	40	46.62	546	177.914	11.70
1963	50	73.47	1146	373.424	15.56
1973	60	110.11	2064	672.554	18.76
1983	70	149.76	3364	1099.159	22.46
1993	80	186.53	5045	1643.913	27.05
2003	90	236.29	7160	2333.086	30.30
2013	100	284.00	9761	3180.622	34.40
2023	110	335.17	12856	4189.128	38.35
2033	120	391.55	16490	5373.266	42.10
2043	130	452.06	20708	6747.702	45.80
2053	140	524.35	25591	8338.827	48.80
2063	150	587.23	31148	10149.576	53.04
2073	160	649.67	37332	12164.632	57.47

Estimated average Rainfall and Runoff from 54 square miles of watershed.

Average Annual Rainfall, 25 inches in depth.

Average Annual Runoff, 16% of Rainfall.

Average Annual Runoff, 11,500 Acre-Feet.

*Proposed Outlet.

PAMO VALLEY RESERVOIR

Drainage Area 110 Square Miles.

CAPACITY AND ELEVATION TABLE

Contour.	Area Flooded		Capacity		Elevation
	Acres.	Acre-Ft.	Mil. Gals.		U.S.G.S.
10	3	15	5		860
20	9	72	23		870
30	21	220	71		880
40	63	633	206		890
50	103	1,465	477		900
60	147	2,710	882		910
70	184	4,360	1,420		920
80	245	6,515	2,120		930
90	303	9,218	3,000		940
100	362	12,660	4,120		950
110	443	16,650	5,420		960
120	539	21,500	7,000		970
130	660	27,650	9,000		980
140	805	34,900	11,370		990
156	1,050	47,500	15,480		1,006

PROPOSED CARROLL RESERVOIR

Located in the N. E. $\frac{1}{4}$ Sec. 18, T. 13 S., R. 2 W.
Area of Water Shed Below Pamo, 196 Square Miles.

	Area Flooded	Capacity		Elevation
	Acres.	Acre-Ft.	Mill. Gals.	A.S.L.
10	4	20	6.5	226
20	20	140	45.7	236
30	65	307	100	246
40	133	1,475	480	256
50	220	3,287	1,070	266
60	336	6,990	1,950	276
70	490	10,200	3,320	286
80	720	16,190	5,270	296
90	980	23,030	7,500	306

This is a pumping proposition, if the water is to be delivered to the Linda Vista Mesa and San Diego Pueblo Lands north of the San Diego River.

It is proposed to pump the water to an elevation of 526 feet as a lift of about 300 feet. Thence in a gravity conduit and pipe line to point of delivery for territory north of the San Diego River, which includes some 30,000 acres, or more than three-fifths of the Pueblo Lands of San Diego.

PROPOSED SANTA MARIA RESERVOIR

Located in N. W. $\frac{1}{4}$ Sec. 11, T. 13 S., R. 1 W.
Area of Water-shed, 60 Square Miles.

Contour.	Area Flooded	Capacity		Elevation
	Acres.	Acre-Ft.	Mill. Gals.	A.S.L.
10	1	1	0	1,270
20	8	45	14.663250	1,280
30	23	100	32.585000	1,290
40	41	522	170.000000	1,300
50	80	1,108	360.912000	1,310
60	154	2,305	744.300000	1,320
70	286	4,500	1,466.325000	1,330
80	561	8,736	2,845.603000	1,340
From 80-foot Contour it is estimated				
90	1,100	15,000	4,886.000000	1,350
100	1,775	24,500	7,980.560000	1,360
110	2,575	35,000	11,404.750000	1,370
120	3,350	46,000	14,989.100000	1,380

SAN CLEMENTE RESERVOIR

Drainage Area Very Small

CAPACITY AND ELEVATION TABLE

Contour.	Area Flooded Acres.	Capacity Acre-Ft.	Mill. Gals.	Elevation U.S.G.S.
10	8	2		600
20	25	15	5	610
30	60	430	140	620
40	79	1,075	350	630
50	93	1,935	630	640
60	129	3,070	1,000	650
70	166	4,515	1,470	660
80	201	6,390	2,080	670
90	238	8,574	2,790	680
100	277	11,150	3,630	
110	317	14,130	4,600	

Estimated yield of the San Diego River from the 191 square miles of watershed above the proposed El Capitan Reservoir, segregated as follows:

1. Cuyamaca Lake, area of watershed, 12 square miles.
Capacity at the 35-foot contour, 11,416 acre feet.
2. Proposed Diverting Dam Reservoir area of watershed, 92 square miles.
Capacity at the 84-foot contour, 3,100 acre feet.
3. Proposed El Capitan Reservoir area of watershed, 87 square miles.
Capacity at the 160-foot contour, 70,700 acre feet.
4. New La Mesa Reservoir area of watershed, 8 square miles.
Capacity at the 100-foot contour, 5,929 acre feet.

This will be the old dam raised to the 100-foot contour, so as to impound an additional supply from the floodwaters of the San Diego River during the flood season.

5. A portion of the flood waters of the San Diego River to be conveyed by conduit during the flood season direct to the City of San Diego and also into the Lower Otay pipe-line.

The records for the last 21 years show that the surface runoff from the 92 square miles between Cuyamaca Dam and the Diverting Dam is sufficient without drawing from Cuyamaca Lake, excepting during the period of unusual drought, before the first day of April of each year. (See Table No. 10.)

The records also show that the mean draft from Cuyamaca Lake, together with the Boulder Creek supply from April 1st to June 30th of each year, can be taken to be 2,250 acre feet. Allowing 20 per cent. loss in transmission, gives 1,800 acre feet net at the Diverting Dam—or 20 acre feet, or 6,517,000 gallons per 24 hours for the 90-day period.

It is assumed that the safe draft from the Diverting Dam Reservoir alone for the 184 days from July 1st to December 31st will be 2,760 acre feet, or 15 acre feet, or 4,887,750 gallons per 24 hours.

In order to convey a portion of the flood waters to the La Mesa Reservoir, to the Otay pipe-line and to the City of San Diego it will be necessary to construct a conduit of 62 second-feet capacity (or 40 million gallons per 24 hours) from the Diverting Dam to the Lankersheim tunnel, east side of El Cajon Valley. From Lankersheim tunnel a single or two conduits to the end of the present flume at Eucalyptus Reservoir.

The date draft begins and the quantity per day can be changed to suit the surface flow in the streams and the amount stored in the Reservoirs.

The following tables have been compiled from the rec-

ords, from reports and other reliable data extending over a period of twenty-one years.

REVISED RATING TABLE

Compiled from 21 year period. Average Precipitation and Runoff.

Period from 1893-94 to 1913-14, Incl.

San Diego River Drainage Area. Drain Basin above the	Area Sq. Mi.	Mean Annual Precipitation		Mean Annual Runoff	
		Ins.	Ac.-Ft.	Total Ac.-Ft.	Per Sq. Mi. Ac.-Ft.
Cuyamaca Dam	12	36.2	23,168	4,110	342.5
Cuyamaca Dam to Diverting Dam	92	25.0	122,417	12,144	132.0
Diverting Dam to El Capitan Dam Site	87	19.5	90,480	6,824	78.4
	<hr/> 191				
El Capitan Dam Site to U. S. Gauging Station	17	18.0	16,320	1,292	76.0
U. S. Gauging Sta. to Old Mission Dam	168	12.5	112,000	6,216	37.0
	<hr/> 376		<hr/> 364,385	<hr/> 30,586	
South Fork Branch from Head to San Diego Main Flume	37	20.0	39,466	3,412	92.2

NOTE.—It is estimated that an annual mean of 2,000 acre feet of the flood waters of the South Fork Branch can be diverted into the main conduit in a 100-day period.

The South Fork is also included in the 87 square mile area above from Diverting Dam to El Capitan Dam-site.

TABLE VIII.
SEASONAL RAINFALL AND RUNOFF

Values are given in acre feet.

Season.	Cuyamaca Reservoir Area 12.5 Sq. Mi.		Diverting Dam Reservoir Area 92 Sq. Mi.	
	Rainfall.	Runoff.	Rainfall.	Runoff.
1893-94	14,445	2,563	119,575	11,640
94-95	35,123	11,279	91,754	28,820
95-96	14,963	2,152	34,739	3,850
96-97	24,934	4,216	64,866	14,650
97-98	17,786	834	39,106	3,840
98-99	16,800	472	31,107	1,033
99-1900	18,426	260	51,470	655
1900-01	27,398	3,031	81,254	4,360
01-02	23,040	2,351	52,158	4,555
02-03	23,418	2,516	78,065	8,375
03-04	14,957	492	35,720	986
04-05	37,050	6,831	120,016	22,065
05-06	36,014	12,780	125,561	33,390
06-07	28,742	9,259	119,624	29,945
07-08	19,424	3,201	73,845	12,632
08-09	29,856	7,172	80,371	20,760
09-10	21,402	5,134	82,677	13,630
10-11	20,576	2,765	77,476	10,324
11-12	20,416	3,520	85,768	13,336
12-13	19,853	2,982	49,850	5,478
13-14	21,990	2,505	86,455	10,700
Total.....	486,613	86,315	1,581,457	255,024
Seasonal Mean	23,172	4,110	75,307	12,144
		17.74%		16.13%

NOTE.—1 inch rainfall equals 640 Acre Feet. 1 inch rainfall equals 4,906.64 Acre Feet.

CUYAMACA RESERVOIR

Distance around.	Area Flooded		Capacity		Elevation A.S.L.
	Acres.	Acre-Ft.	Mill.	Gals.	
10	6	12	4.0		4,605
12	44	56	18.3		4,607
14	106	204	66.3		4,609
16	178	489	159.3		4,611
18	255	920	299.5		4,613
20	346	1,520	494.6		4,615
22	428	2,291	746.3		4,617
24	519	3,236	1,054.3		4,619
26	605	4,366	1,422.1		4,621
28	684	5,655	1,842.0		4,623
30	768	7,116	2,314.7		4,625
32	842	8,716	2,839.0		4,627
35	956	11,416	3,718.6		4,630

Data from Records kept at Cuyamaca Dam.

Mean Rainfall from 1888 to 1896, inclusive, 44.23 inches.
 Mean Runoff in Acre-feet.....5,397 acre-feet
 Mean Per cent. of runoff to precipitation, 19.83 per cent.
 Mean evaporation per annum in depth.....4.73 feet
 Average draft from reservoir, per annum, 4,331 acre-feet

PROPOSED DIVERTING DAM RESERVOIR

Elevation Bottom Contour, 792.5 feet above mean sea level.

Elevation Top, 876.5 feet above mean sea level.

Capacity, Area and Evaporation Table.

Depth.	Capacity Acre-Ft.	Area Flooded Acres.	Seasonal Loss by Evaporation Acre-Ft.
20	2	2.0	9.5
22	12	3.3	16.0
24	25	4.8	23.0
26	38	6.2	30.0
28	52	8.0	38.5
30	69	10.0	48.5
32	86	12.1	58.5
34	108	14.7	71.0
36	131	17.5	84.5
38	162	20.4	98.5
40	200	24.0	116.0
42	260	27.0	130.5
44	348	30.3	146.5
46	444	33.5	162.0
48	540	37.0	178.5
50	640	40.0	193.0
52	740	43.6	210.5
54	840	47.0	227.0
56	940	50.8	245.5
58	1,040	54.2	262.0
60	1,140	58.0	280.0
62	1,240	61.0	294.5
64	1,350	64.4	311.0
66	1,458	67.7	327.0
68	1,578	71.0	343.0
70	1,715	74.0	357.5
72	1,848	78.0	376.5
74	2,005	81.4	393.0
76	2,190	85.0	410.5
78	2,385	88.8	429.0
80	2,600	93.0	449.0
82	2,810	97.8	472.5
84	3,100	102.8	496.5
86	3,470	108.5	524.0
88	3,920	115.0	555.5
90	4,480	123.0	594.0

Evaporation per Month at Proposed Diverting Dam Reservoir

Month.	Ins.	Depth		Loss on Acre-Ft.
			%	
January	1.16	2		9.67
February	1.74	3		14.50
March	3.48	6		28.90
April	5.22	9		43.50
May	6.96	12		58.00
June	8.70	15		72.50
July	8.12	14		67.66
August	6.96	12		58.00
September	6.38	11		53.16
October	4.64	8		38.67
November	2.90	5		24.16
December	1.74	3		14.50
Year	58.0	100		483.

Net loss due to evaporation, 58.0 in., 4.833 feet depth.

PROPOSED EL CAPITAN DAM AND RESERVOIR

Elevation Bottom Contour, 605 feet above mean sea level.

Elevation Top Contour, 765 feet above mean sea level.

Capacity, Area and Evaporation Table.

Depth.	Capacity Acre-Ft.	Area Flooded Acres.	Seasonal Loss by Evaporation Acre-Ft.
20	614	46	222
25	880	62	300
30	1,228	76	367
35	1,540	88	425
40	1,995	107	517
45	2,600	127	614
50	3,378	153	739
55	4,210	173	865
60	5,220	200	966
65	6,280	227	1,097
70	7,360	260	1,256
75	8,650	303	1,464
80	10,430	353	1,706
85	12,260	414	2,000
90	14,400	475	2,296
95	16,900	546	2,639
100	20,000	615	2,972
105	23,125	667	3,164
110	26,700	720	3,482
115	30,300	761	3,678
120	34,400	800	3,866
125	38,500	838	4,050
130	42,500	880	4,253
135	47,500	925	4,470
140	51,500	970	4,688
145	56,000	1,010	4,871
150	60,500	1,050	5,075
155	65,875	1,100	5,316
160	70,700	1,165	5,631

Evaporation per Month at Proposed El Capitan Dam and Reservoir

Month.	Depth		Loss on
	Ins.	%	100 acres Acre-Ft.
January	1.16	2	9.67
February	1.74	3	14.50
March	3.48	6	28.90
April	5.22	9	43.50
May	6.96	12	58.00
June	8.70	15	72.50
July	8.12	14	67.66
August	6.96	12	58.00
September	6.38	11	53.16
October	4.64	8	38.67
November	2.90	5	24.16
December	1.74	3	14.50
Year	58.0	100	483.

Net loss due to evaporation equals 58.0 inches, equals 4.833 feet.

ESTIMATED DUTY OF EL CAPITAN RESERVOIR

Based on the assumption that the deficiency of the 10,000 acre feet seasonal draft from the 92 square miles above the Diverting Dam and of the 2,000 acre-feet from the 37 square miles of the South Fork, will be taken from the El Capitan Reservoir in addition to the regular draft of 2,120 acre-feet. Also, that the El Capitan Reservoir, April 10th, 1894, contains 70,700 acre-feet.

Values Are Given in Acre-Feet.

Season.	Deficiency.	Draft.	*Evap'tion.	Total Depletion,	Balance in Reservoir 12-31-'14
1893-94	2,120	4,630	6,750	63,950
94-95	2,120	4,630	6,750	63,950
95-96	7,072	2,120	4,100	13,292	51,636
96-97	2,120	4,285	6,405	56,085
97-98	7,085	2,120	3,770	12,975	44,185
98-99	10,678	2,120	3,160	15,958	28,516
99-00	11,162	2,120	2,100	15,382	13,308
1900-01	6,419	2,120	898	9,437	5,192
01-02	° 6,170	2,120	840	2,960	3,508
02-03	° 1,625	2,120	510	2,630	3,298
03-04	° 10,738	2,120	454	2,574	1,000
04-05	2,120	2,621	4,741	18,680
05-06	2,120	4,120	6,240	52,528
06-07	2,120	4,630	6,750	63,950
07-08	2,120	4,630	6,750	63,950
08-09	2,120	4,630	6,750	63,950
09-10	2,120	4,630	6,750	63,950
10-11	2,120	4,450	6,570	61,486
11-12	2,120	4,600	6,720	63,570
12-13	4,989	2,120	4,160	11,269	53,834
13-14	2,120	4,146	6,266	52,760
Totals..	65,244	44,520	71,994	163,917	

* The evaporation loss for 265 days, April 10 to Dec. 31, equals 100 acre-feet per 100 acres area.

° There is a deficiency of 6,170 in 1902, 1,625 in 1903 and 10,738 in 1904, a total of 18,533 acre-feet. This is more than made up in the year that follows.

SURFACE RUNOFF OF THE SAN DIEGO RIVER FOR THE 191 SQUARE MILES ABOVE EL CAPITAN DAM

Values Are in Acre Feet.

Season.	Above the Cuyamaca Dam Area 12 Sq. Mi.	Cuyamaca to Diverting Dam Area 92 Sq. Mi.	Diverting to El Capitan Dam Area 87 Sq. Mi.	Seasonal Sum Total 191 Sq. Mi.
1893-94	2,563	11,640	6,518	20,721
94-95	11,269	28,820	16,139	56,238
95-96	2,152	3,850	2,156	8,158
96-97	4,216	14,650	8,204	27,070
97-98	834	3,840	2,150	6,824
98-99	472	1,033	578	2,083
99-00	260	655	367	1,282
900-01	3,031	4,360	2,442	9,833
01-02	2,351	4,555	2,551	9,457
02-03	2,516	8,375	4,690	15,581
03-04	492	986	552	2,030
04-05	6,531	22,065	12,356	41,252
05-06	12,780	33,390	18,698	64,868
06-07	9,259	29,945	16,769	55,973
07-08	3,201	12,632	7,074	22,907
08-09	7,171	20,760	11,625	39,556
09-10	5,134	13,630	7,633	26,397
10-11	2,765	10,324	5,782	18,871
11-12	3,520	13,336	7,468	24,324
12-13	2,982	5,476	3,066	11,524
13-14	2,505	10,700	6,492	19,697
Sum Total	86,315	255,024	143,310	484,649
Average per				
Season	4,110	12,144	6,824	23,078.5
Mean per				
Square Mile	342.5	132.0	78.4	120.8

CAPACITY, AREA AND EVAPORATION TABLE OF PROPOSED NEW LA MESA RESERVOIR

Depth.	Capacity Acre-Ft.	Acres Flooded Acres.	Seasonal by Evap. Acre-Ft.
20	30	5	24
25	60	8	38
30	110	12	58
35	185	165	80
40	270	24	116
45	425	31.5	151
50	610	41	198
55	830	51	246
60	1,130	62	300
65	1,460	72	348
70	1,850	83	400
75	2,310	97	468
80	2,820	113	546
85	3,400	131	633
90	4,130	152	734
95	5,015	175	845
100	5,920	205	990

Evaporation per Month

Month.	Ins.	Depth %	Loss on 100 acres Acre-Ft.
January	1.16	2	9.67
February	1.74	3	14.50
March	3.48	6	28.90
April	5.22	9	43.50
May	6.96	12	58.00
June	8.70	15	72.50
July	8.12	14	67.68
August	6.96	12	58.00
September	6.38	11	53.16
October	4.68	8	38.67
November	2.90	5	24.16
December	1.74	3	14.50
Year	58.0	100	483.

From Proposed Diverting Dam Reservoir from July 1st to December 31st, a period of 184 days, a draft of 2,760 acre-feet, allowing 10% loss in conduit transmission, gives 2,484 acre-feet, 13.5 acre-feet, or 4,398,975 gallons per 24 hours.

From Proposed New La Mesa Reservoir from April 1st to December 31st, a period of 275 days, a draft of 4,860 acre-feet, 17.7 acre-feet or 5,767,545 gallons per 24 hours.

FINAL SUMMARY

The net supply per annum from the 191 square miles above the proposed El Capitan Reservoir would be as follows (from flood waters, January 1st to April 10th):

To San Diego City direct..	1,710 acre-feet or	557 mil.-gal.
From Lower Otay Pipe-		
Line	1,520 acre-feet or	495 mil.-gal.
From La Mesa Reservoir..	4,860 acre-feet or	1,583 mil.-gal.
From Cuyamaca Lake.....	1,620 acre-feet or	528 mil.-gal.
From Diverting Dam Reser-		
voir	2,484 acre-feet or	810 mil.-gal.
El Capitan Reservoir.....	1,908 acre-feet or	621 mil.-gal.

Sum Total14,102 acre-feet or 4,594 mil.-gal.

This is the equivalent of 38.7 acre-feet or 12.6 million-gallons per 24 hours for 365 days.

NOTE.—The duty of the El Capitan Reservoir for 365 days would be 10.4 acre-feet or 3.4 million-gallons per 24 hours. If the El Capitan Dam is eliminated, gives a balance of 34 acre-feet or 10.9 million-gallons per 24 hours.

ESTIMATED AVAILABLE NET SUPPLY FROM THE SAN DIEGO RIVER

For the 191 Square Miles Watershed Above the Proposed
El Capitan Dam

SUMMARY

From surface runoff of the 92 square miles from the Cuyamaca Dam to the Diverting Dam from January 1st to April 10th, 100 days, 70 acre-feet per 24 hours or total of 7,000 acre-feet.

From surface runoff of the 37 square miles of the South Fork above main conduit line from January 1st to April 10th, 100 days, 20 acre-feet per 24 hours, or a total of 2,000 acre-feet.

Allowing 5 per cent. loss in conduit transmission,

Location.	Total for 100 days	
	Acre-Ft.	Mil. Gals.
Into La Mesa Reservoir.....	5,320	1,733
Into San Diego City.....	1,710	557
Into Lower Otay Pipe Line.....	1,520	2,785
Total Flood Waters.....	8,550	5,075

From Cuyamaca Lake from April 1st to June 30th, a period of 90 days, a draft of 2,250 acre-feet allowing 20% loss from Cuyamaca Lake to Diverting Dam in transmission, gives 1,800 acre-feet net supply at Diverting Dam, and allowing an additional 10% loss in transmission from Diverting Dam to meter gives a net of 1,620 acre-feet or 18 acre-feet—5,865,300 gallons per 24 hours.

From the proposed El Capitan Reservoir from April 10th to December 31st, a period of 265 days, a draft of 2,120 acre-feet or 7.2 acre-feet—2,346,120 gallons per 24 hours for the period.

ESTIMATED SAFE NET YIELD OF THE PRINCIPAL WATER SUPPLY STREAMS IN SAN DIEGO COUNTY

Also Underground Sources of Supply

	Quantity per Day.		Quantity per Year.	
	Mil. Gals.	Acre-Ft.	Mil. Gals.	Acre-Ft.
Warner Reservoir, San Luis Rey River	11.5	35.30	4,197,500,000	12,880
"B" Dam Reservoir (Pamo) Santa Ysabel River	8.0	24.55	2,920,000,000	8,960
Carroll Reservoir (pumping) Santa Ysabel River	5.5	16.88	2,007,500,000	6,160
Santa Maria Reservoir (Branch) Santa Ysabel River	2.5	7.67	912,500,000	2,800
Cuyamaca & El Capitan Reservoirs San Diego River	10.0	30.70	3,650,000,000	11,200
Mission Dam Reservoir (pumping) San Diego River	7.0	21.50	2,555,000,000	7,840
Mission Valley City Pumping Plant San Diego River	4.0	12.28	1,460,000,000	4,480
Mission Valley Private Pumping Plants San Diego River	3.5	10.75	1,277,500,000	3,920
Sweetwater Reservoir present yield Sweetwater River	6.5	19.95	2,372,500,000	7,280
Proposed future development Sweetwater River	3.5	10.75	1,277,500,000	3,920
Valley pumping plants on Sweetwater River	2.5	7.67	912,500,000	2,800
San Diego City System Cottonwood & Otay River	10.0	30.70	3,650,000,000	11,200
Pumping plants in Otay Valley, Otay River..	2.0	6.13	730,000,000	2,240
Pumping plant on Lower Section Tia Juana River	8.0	24.55	2,920,000,000	8,960
Sub. Total	84.5	259.38	30,842,500,000	94,640

Additional development on the Tia Juana River that involve international questions with Mexico would be as follows:

	Quantity per Day.		Quantity per Year.	
	Mil. Gals.	Acre-Ft.	Mil. Gals.	Acre-Ft.
Proposed Marron Reservoir near Boundary Monument No. 249	5.0	15.35	1,825,000,000	5,600
Proposed Garcia Reservoir, 11 miles below Boundary Line..	18.0	55.25	6,570,000,000	20,160
Sub-total	23.0	70.60	8,395,000,000	25,760
Previous Total	84.5	259.38	30,842,500,000	94,640
Grand Total	107.5	329.98	39,237,500,000	120,400

Safe net yield refers to the available supply after deducting loss from seepage, evaporation, conduit transmission, vested and riparian rights.

If a Metropolitan Water District should be formed, it could include approximately the following territory: A portion of the Linda Vista and Ex-Mission Lands, the Pueblo Lands of San Diego, East San Diego City, Encanto, South of Encanto, La Mesa, Lemon Grove and Spring Valley Irrigation District, part of La Nacion Grant that includes National City and Chula Vista, part of Otay Rancho; also Otay City, Nestor, South San Diego, and the Oneonta section—in all approximately 130,000 acres.

By leaving out some tracts where the people object to their land being included in a water district, the above described lands include the best territory directly tributary to the City of San Diego.

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*Municipal Government
Survey*

RULES

(Including Classification)

OF THE

Civil Service Commission

CITY OF SAN DIEGO

CALIFORNIA



RULES
(Including Classification)

OF THE

Civil Service Commission

CITY OF SAN DIEGO

CALIFORNIA



CIVIL SERVICE COMMISSIONERS

CHARLES E. BURCH, <i>President</i> ,		Term Expires May 3, 1923
NELSON R. KING,	-	Term Expires May 3, 1923
		Term Expires May 3, 1923

JOSEPH H. O'BRIEN, *Chief Examiner and Secretary*.

OFFICE OF COMMISSION ROOM 8, CITY HALL

Open, 8 A. M. to 5 P. M., daily; 8 A. M. to 12 P. M. Saturdays.

TELEPHONE: MAIN 6400, LOCAL 12

Rules in effect August 2, 1915

Amended August 7, 1916; October 2, 1916; December 11, and December 18, 1916; December 30, 1918

Amended and Revised December 22, 1919.

Effective January 2, 1920.

CHARTER PROVISIONS GOVERNING CIVIL SERVICE

Article XI CIVIL SERVICE

Section 1. The Mayor, with the approval of the Common Council, shall appoint three electors of the city as members of the Civil Service Commission, one to serve for two years, one for four years, and one for six years. The first commission hereunder shall be appointed and take office on the third day of May, 1915. Thereafter members of the Civil Service Commission shall be appointed to serve for six years and until their successors have been appointed and have qualified. The Commission shall elect one of its members president. Any vacancy shall be filled by the Mayor with the approval of the Common Council for the unexpired term. No member of the Commission shall hold any other municipal office. The Mayor, with the approval of four-fifths of the Common Council, or the Common Council by unanimous vote, may remove a member of the Commission during his term of office, but only by stating in writing the reasons for such removal, and allowing him an opportunity to be publicly heard in his own defense. Members of the Commission shall be subject to recall in like manner as provided herein for the recall of elective officers.

Sec. 2. The Commission shall appoint and fix the compensation of a chief examiner, who shall also act as secretary. The Commission may appoint and fix the compensation of such other subordinates as may be deemed necessary.

Sec. 3. For the support of the work of the Commission the Common Council shall appropriate annually not less than forty-five hundred dollars, which fund shall be placed in the City Treasury and be available for no other purpose. Any part of said fund not expended during any fiscal year, or required to defray expenses incurred during such year, shall be placed in the General Fund of the City.

Sec. 4. Civil Service of the City is hereby divided into the unclassified and classified service.

The unclassified service shall comprise:

All officers elected by the people.

All officers, members of appointive boards and commissions, and other persons serving the City without compensation.

The Secretary of the Civil Service Commission.

The Chief of Police.

The City Attorney and his deputies.

The City Clerk.

The City Engineer and Chief Assistant.

The Hydraulic Engineer.

The City Librarian.

The Chief Deputy of the City Treasurer.

The City Auditor and City Assessor.

The Chief Deputy of the City Auditor and the Chief Deputy of the City Assessor.

The Secretary of the Mayor.

The Manager or Superintendent of each administrative department, and one assistant of each such manager or superintendent.

Superintendents, principals and teachers in the school system.

The Classified service shall include all other positions now existing or hereafter created.

Sec. 5. The Commission shall prescribe, amend and enforce rules for the Classified service, which shall have the force and effect of law; shall keep minutes of its proceedings and records of its examinations, and shall, as a board or through a single commissioner, make investigations concerning the enforcement and effect of this Article and of the rules and efficiency of the service. It shall make an annual report to the Mayor in January for transmission to the Common Council. The Mayor may require a special report from said Commission at any time. The rules shall provide:

For the classification of all positions in the classified service.

For open, competitive examinations to test the relative fitness of applicants for such positions.

For public advertisement of all examinations.

For the creation of eligible lists upon which shall be entered the names of successful candidates in the order of their standing in examination. Such lists shall remain in force not longer than two years.

For the rejection of candidates or eligibles who fail to comply with the reasonable requirements of the Commission in regard to age, residence, sex, physical condition or who have been guilty of crime or of infamous or disgraceful conduct, or who have attempted any deception or fraud in connection with an examination.

For the appointment of one of the three persons standing highest on the appropriate list.

For non-competitive examinations for minor positions in the employment of the city when competition is found to be impracticable.

For temporary employment of persons on the eligible list until the list of the class covering the temporary employment is exhausted; and in cases of emergency for temporary employment without examination with the consent of the Commission, after the eligible list has been exhausted. But no such temporary employment shall continue longer than sixty days, nor shall successive temporary appointments be allowed. Nor shall the acceptance or refusal to accept such temporary appointment on the part of a person on the eligible list be a bar to appointment to a permanent position from said eligible list.

For transfer from one position to a similar position in the same class

and grade and for reinstatement within one year of persons who without fault or delinquency on their part are separated from the service or reduced.

For promotion based on competitive examination and records of efficiency, character, conduct and seniority. Lists shall be created and promotions made therefrom in the same manner as prescribed for original appointment. An advancement in rank or an increase in salary beyond the limit fixed for the grade by the rules shall constitute promotion. Whenever practicable vacancies shall be filled by promotion.

For suspensions for not longer than thirty days and for leaves of absence.

For the appointment of unskilled laborers and such skilled laborers as the Commission may determine in the order of priority of application after such tests of fitness as the Commission may prescribe.

For the adoption and amendment of rules only after public notice and hearing.

The Commission shall adopt such other rules, not inconsistent with the foregoing provisions of this section, as may be necessary and proper for the enforcement of this Article.

Sec. 6. The Commission shall ascertain and record comparative efficiency of employes of the Classified service, and shall have power after hearing to dismiss from the service those who fall below the standard of efficiency established.

Sec. 7. When a Civil Service employe, other than a member of the Police Department, who has served three years in his position, has become incapable through age, accident, or other disability, of satisfactorily performing the duties of the positions covered by the class in which he has qualified, the Civil Service Commission may, in its discretion, authorize his transfer to another class and upon the request of the appointing power therein, whose duties are within his capacity, and may, by a unanimous vote, order that he be preferred for appointment to a designated position; but such position shall be one having a smaller compensation than the position from which he may be transferred, and the compensation shall not be increased subsequent to his appointment thereto.

Sec. 8. In case of a vacancy in a position requiring peculiar and exceptional qualifications of a scientific, professional or expert character, upon satisfactory evidence that competition is impracticable, and that the position can best be filled by the selection of some designated person of recognized attainments, the Commission may, after public hearing, and by the affirmative vote of all three members of the Commission, suspend competition, but no such suspension shall be general in its application to such positions, and all such cases of suspension shall be reported, together with the reason therefor, in the annual reports of the Commission.

Sec. 9. Any of the following persons may be exempted from the provisions of this Article, upon the request of the head of the department in which they are employed, by order of the Board of Civil Service Commis-

sioners after public hearing approved by the Council by resolution passed by a vote of two-thirds of all its members, to-wit:

(a) The first and second deputies in any department, or either of such deputies where not exempt, as herein provided;

(b) Unskilled laborers, including drivers;

(c) Persons employed on the construction of public works, improvements or buildings;

(d) Persons employed to render professional, scientific, technical or expert service of an occasional and exceptional character.

Any exemption thus made may be terminated at any time by resolution of the Board of Civil Service Commissioners.

Sec. 10. When oral tests are used, a record of the examination, showing basis of rating, shall be made. Examinations shall be in charge of a chief examiner, except when members of the Commission act as examiners. The Commission may call on other persons to draw up, conduct, or mark examinations, and when such persons are connected with the city service, it shall be deemed to be a part of their official duties to act as examiners, without extra compensation.

Sec. 11. All persons in the city service, holding positions in the Classified service, as established by this Article, at the time it takes effect, whether holding by election or by appointment, and who shall have been in such service for the six months next preceding, shall hold their positions until discharged, reduced, promoted or transferred in accordance with the provisions of this Article. The Commission shall maintain a civil list of all persons in the city service, showing in connection with each name the position held, the date and character of every appointment, and of every subsequent change in status. Each appointing officer shall promptly transmit to the Commission all information required for the establishment and maintenance of said civil list.

Sec. 12. The Auditor shall not approve any salary or compensation for services to any person holding or performing the duties of a position in the Classified service until the pay roll or account for such salary or compensation shall bear the certificate of the Commission, by its chairman and secretary, that the persons named therein have been appointed or employed, and are performing service in accordance with the provisions of this Article, and of the rules established thereunder.

Sec. 13. In any investigation conducted by the Commission, it shall have the power to subpoena and require the attendance of witnesses and the production thereby of books and papers pertinent to the investigation, and each commissioner shall have power to administer oaths to such witness.

Sec. 14. No officer or employe of the city, in the Classified service, shall, directly or indirectly, solicit or receive, or be in any manner concerned in soliciting or receiving any assessment, subscription or contribution for any political party, or political purpose whatever. No person shall, orally, or by letter, solicit, or be in any manner concerned in soliciting any assessment, subscription or contribution for any political party or

purpose whatever, from any person holding a position in the Classified service.

Sec. 15. No person holding a position in the Classified service shall take any part in political management or affairs, or in political campaigns further than to cast his vote and to express privately his opinions.

Sec. 16. Any person wilfully violating any of the provisions of this Article, or of the rules established thereunder, shall be guilty of a misdemeanor.

Sec. 17. The Commission shall have the right to discharge from the employment of the city, after public hearing, any person found guilty of a wilful violation of any of the foregoing provisions, or of the rules established thereunder. Such decision and action by the Commission shall be final.

Sec. 18. Any board, commission or officer having the power of appointment or removal of officers, members and employes in any department of the government of the city, shall have the power to remove, discharge, or suspend any officer, member or employe of such department, as provided elsewhere in this charter, irrespective of the fact that such officer, member or employe may be included in the Classified Civil Service list.

Sec. 19. The provisions of the foregoing Article shall not apply to the Fire Department of the City of San Diego, or any of its employes.

*Explanatory note re: "Administrative Departments" existing Dec. 1, 1919, are Operating, Fire, Police, and Purchasing Departments (the latter so created by popular vote at election of April 8, 1919). Health Department, created by Ordinance No. 6829, passed Nov. 29, 1916.

(Sec. 2, Art. X, Charter City San Diego). Every officer, deputy and clerk, except where otherwise provided in this Charter or by ordinance, must have been at the time of his election or appointment, both an elector of the city, and an actual resident therein for one year next preceding his election or appointment. (See Ord. 5936).

Ordinance No. 6684.—An ordinance authorizing the granting of vacations for employes of the City of San Diego, and providing for leaves of absence for said employes.

BE IT ORDAINED By the Common Council of the City of San Diego, as follows:

Section 1. Any board, commission or officer of the City of San Diego having the power of appointment or removal of officers, members, and employes in any department of the government of said City of San Diego shall have the power, and said board, commission or officer may grant in writing a temporary leave of absence or vacation to any officer, deputy, clerk or employee of the City of San Diego for a term not exceeding fifteen (15) days in each year, with full pay, which said permit or authorization in writing shall be filed with the Auditor of the City of San Diego; provided, however, that no leaves of absence or vacation shall be granted for officers, deputies, clerks or employes of said City in the Classified

RULES OF CIVIL SERVICE COMMISSION

Service without the consent of the Civil Service Commission first having been obtained in accordance with the Rules of said Commission heretofore adopted on August 2nd, 1915.

Section 2. This ordinance shall take effect and be in force on the thirty-first day from and after its passage and approval. (August 18, 1916).

CLASSIFICATION

Section 1: **Classification of Service.** All offices and places of employment in the City of San Diego, except those exempted from the Civil Service provisions by the San Diego Charter, are hereby classified into classes and grades. Said offices and places of employment are placed into classes according to the general line and character of work involved in the respective duties thereof. Within each class there are hereby established grades, each grade comprising offices and places having duties of substantially similar authority, importance and responsibility.

Section 2. **Schedule of Classes, Grades and Groups.** The classes and grades within classes in the Classified service, and the title and limit of compensation prescribed for each, shall conform to the schedules in Sections 3 to 13, inclusive, in this rule.

SECTION 3—CLASS A—CLERICAL SERVICE

Clerical Division: Positions, the duties of which are chiefly clerical, and which involve work in connection with office routine and management, and which are not included in other classes.

GRADE I: (A1) Positions, the duties of which require some skill and accuracy, but not necessarily much practical experience, involving simple office routine. Includes the following positions: Assistant File Clerk, Messenger.

Group A
 B (at least 1 yr's service in lower group).....
 C (at least 1 yr's service in next lower group).....

GRADE II: (A2) Positions, the duties of which require skill and accuracy, and some clerical experience, involving routine work. Includes the following positions: Clerk, Stenographer, Storekeeper, Election Deputy.

Group A
 B (at least 1 yr's service in lower group).....
 C (at least 1 yr's service in next lower group).....

Election Deputy:

Group A Per Day

GRADE III: (A3) Positions, the duties of which require training, experience and ability, involving fixed responsibility, and may or may not be supervisory. Includes the following positions: Deputy Assessor, Deputy Auditor, Deputy Treasurer and Tax Collector, Senior Clerk, Extra Clerk, Senior Stenographer, Senior Storekeeper, Extra Deputy.

Group A
 B (at least 1 yr's service in lower group).....
 C (at least 2 yr's service in next lower group).....

Extra Deputies:

Group A Per Day

GRADE IV: (A4) Positions, the duties of which involve independent judgment and accountability, and may or may not be supervisory. Includes the following positions: Senior Deputy Assessor, Office Secretary, Assistant Assessment Clerk, Deputy City Clerk, Statistician and Utility Clerk, Assistant Secretary of Civil Service, Senior Deputy Treasurer and Tax Collector, Senior Law Clerk and Stenographer.

Group A

B (at least 1 yr's service in lower group)

C (at least 2 yr's service in next lower group)

GRADE V: (A5) Positions, the duties of which are administrative, requiring special qualifications and involving responsibility for the clerical work of an entire department or bureau, under the direction of the head thereof; also offices and places, the duties of which are supervisory, requiring recognized expert knowledge, experience and ability. Includes the following positions: Chief Clerk, Chief Assessment Clerk, Chief Deputy City Clerk.

Group A

B (at least 1 yr's service in lower group)

C (at least 2 yr's service in next lower group)

GRADE VI: (A6) Positions, the duties of which require a higher order of specialized knowledge, experience and ability, and which may or may not be supervisory. Includes the following positions: Efficiency Investigator.

Group A

Accountant Division: Positions, the duties of which are chiefly bookkeeping and accounting, involving work in connection with keeping of costs on operation, and auditing.

GRADE I: (A1) Positions, the duties of which require an elementary knowledge of bookkeeping, involving simple postings, making of schedules and journal entries, drawing of demands, and filing. Includes the following positions: Bookkeeper.

Group A

B (at least 1 yr's service in lower group)

C (at least 1 yr's service in next lower group)

GRADE II: (A2) Positions, the duties of which require training ability and fixed responsibility, involving the accounts of a division or department, and may or may not be supervisory. Includes the following positions: Senior Bookkeeper, Deputy Auditor.

Group A

B (at least 1 yr's service in lower group)

C (at least 2 yr's service in next lower group)

GRADE III: (A3) Positions, the duties of which require expert knowledge of bookkeeping and accounting procedure, involving the keeping of intricate financial records, or the direct supervision of important

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bookkeeping divisions. Includes the following positions: Accountant, Senior Deputy Auditor, Efficiency Accountant, Cost Accountant.

- Group A**
 B (at least 1 yr's service in lower group).....
 C (at least 2 yr's service in next lower group).....

GRADE IV: (A4)

Cashier's Division: Positions, the duties of which are to collect, receive, or disburse, and to account for moneys due to the City, and to perform other assigned clerical work.

GRADE I: (A1) Positions, the duties of which require knowledge in the receiving and disbursement of sums of money, and in accounting for same. Includes the following positions: Assistant Cashier.

- Group A**
 B (at least 1 yr's service in lower group).....
 C (at least 1 yr's service in next lower group).....

GRADE II: (A2) Positions, the duties of which require extended experience and practical knowledge in the receiving and disbursement of large sums of moneys, and in the accounting for same. Includes the following position: Cashier, Operating Department; Cashier, Treasurers' Department.

Cashier (Operating Dept.)

- Group A**
 B (at least 1 yr's service in lower group).....
 C (at least 2 yr's service in next lower group).....

Cashier (Treasurer's Dept.)

- Group A**
 B (at least 1 yr's service in lower group).....
 C (at least 2 yr's service in next lower group).....

SECTION 4—CLASS B—ENGINEERING SERVICE

Positions, the duties of which require training and ability in civil, mechanical, electrical or chemical engineering, architectural or related technical work.

GRADE I: (B1) Positions, the duties of which require but little skill or accuracy. Includes the following positions: Assistant Draftsman.

- Group A**
 B (at least 1 yr's service in lower group).....
 C (at least 1 yr's service in next lower group).....

GRADE II: (B2) Positions, the duties of which require some skill and accuracy and a general training, but not necessarily much practical experience. Includes the following positions: Rodman and Head Chainman, Rear Chainman, Tracer.

Rear Chainman:

- Group A**
 B (at least 1 yr's service in lower group).....
 C (at least 1 yr's service in next lower group).....

Rodman and Head Chainman:

- Group A**
 B (at least 1 yr's service in lower group).....
 C (at least 1 yr's service in next lower group).....

Tracer:

- Group A**
 B (at least 1 yr's service in lower group).....
 C (at least 1 yr's service in next lower group).....

GRADE III: (B3) Positions, the duties of which require technical training, experience and ability, involving fixed responsibility, and which may or may not be supervisory. Includes the following positions: Junior Draftsman, Instrumentman.

Junior Draftsman:

- Group A**
 B (at least 1 yr's service in lower group).....
 C (at least 1 yr's service in next lower group).....

Instrumentman:

- Group A**
 B (at least 1 yr's service in lower group).....
 C (at least 2 yr's service in next lower group).....

GRADE IV: (B4) Positions, the duties of which are supervisory, involving independent judgment and accountability for the work of others, and for a definite part of an engineering work. Includes the following positions: Senior Draftsman, Chief Draftsman, Field Engineer, Senior Field Engineer, Testing Engineer.

Senior Draftsman:

- Group A**
 B (at least 1 yr's service in lower group).....
 C (at least 2 yr's service in next lower group).....

Field Engineer:

- Group A**
 B (at least 1 yr's service in lower group).....
 C (at least 2 yr's service in next lower group).....

Senior Field Engineer:

- Group A**

Testing Engineer:

- Group A**
 B
 C

GRADE V: (B5) Positions, the duties of which are administrative, requiring special qualifications and recognized expert knowledge, and involving entire responsibility for an important department, bureau, or special investigation, either independently or directly under the head of such department or bureau. Includes the following positions: Consulting Engineer.

Consulting Engineer:

- Group A**

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SECTION 5—CLASS C—MEDICAL SERVICE

Positions, the duties of which require training and ability in the medical profession or some branch thereof.

GRADE I: (C1) Positions, the duties of which require training, experience and ability, involving fixed responsibility, but not supervisory. Includes the following positions: Nurse, Extra Nurse, Assistant Bacteriologist, Epidemiologist.

Nurse:

Group A
 B (at least 1 yr's service in lower group)
 C (at least 1 yr's service in next lower group)

Extra Nurse:

Group A
Assistant Bacteriologist:

Group A
 B (at least 1 yr's service in lower group)
 C (at least 2 yr's service in next lower group)

Epidemiologist:

Group A Per Day

GRADE II: (C2) Positions, the duties of which are supervisory, involving independent judgment, and accountability for the work of others. Includes the following positions: Chief Nurse, Superintendent of Isolation Hospital.

Chief Nurse: (Receiving full maintenance)

Group A
Superintendent of Isolation Hospital: (Maintenance)

Group A
 B (at least 1 yr's service in lower group)
 C (at least 2 yr's service in next lower group)

GRADE III (C3) Positions, the duties of which are executive and administrative, involving responsibility for the work of a bureau or division under the direction of the head thereof. Includes the following positions: Quarantine Officer, Bacteriologist, Police Surgeon.

Police Surgeon:

Group A (Part time)
Quarantine Officer:

Group A
 B (at least 1 yr's service in lower group)
 C (at least 2 yr's service in next lower group)

Bacteriologist:

Group A

GRADE IV: (C4) Positions, the duties of which are executive and administrative, involving responsibility for the work of an entire department, either independently or under the direction of commissioners. Includes the following position: Health Officer.

Group A

SECTION 6—CLASS D—INSPECTION SERVICE

Positions, the duties of which involve the inspection of material, food products, workmanship, or conditions, and which are not included in other classes.

GRADE I: (D1) Positions, the duties of which involve the exercise of independent judgment in passing on the quality of materials, food products, workmanship or conditions, requiring experience and special training and skill, and which may or may not be supervisory. Includes the following positions: Assistant Meat and Dairy Inspector, Assistant Sanitary Inspector, Assistant Food Inspector, Assistant Electrical Inspector, Assistant Building Inspector, Assistant Plumbing Inspector, Inspector of Street Improvements.

Assistant Meat and Dairy Inspector:

Group A
 B (at least 1 yr's service in lower group).....
 C (at least 1 yr's service in next lower group).....

Assistant Building Inspector:

Group A
 B (at least 1 yr's service in lower group).....
 C (at least 1 yr's service in next lower group).....

Assistant Plumbing Inspector:**Assistant Sanitary Inspector:**

Group A
 B (at least 1 yr's service in lower group).....
 C (at least 1 yr's service in next lower group).....

Inspector of Street Improvements:

Group A

GRADE II: (D2) Positions, the duties of which are largely administrative or supervisory, involving accountability for the work of others, and the exercise of independent judgment in inspection and supervision of operations, activities or conditions which require technical knowledge of the principles of design and construction underlying same. Includes the following positions: Chief Meat and Dairy Inspector, Chief Inspector of Street Improvements, Chief Electrical Inspector, Chief Building Inspector, Chief Plumbing Inspector, Chief Sanitary Inspector, Chief Food Inspector, Chief Quarantine Inspector, Chief Inspector of Water Purification, Chief Boiler Inspector.

Chief Meat and Dairy Inspector:

Group A
 B (at least 1 yr's service in lower group).....
 C (at least 2 yr's service in next lower group).....

Chief Electrical Inspector:

Group A
 B (at least 1 yr's service in lower group).....
 C (at least 2 yr's service in next lower group).....

Chief Plumbing Inspector:

Group A

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B (at least 1 yr's service in lower group).....	_____
C (at least 2 yr's service in next lower group).....	_____
Chief Building Inspector:	
Group A	_____
B (at least 1 yr's service in lower group).....	_____
C (at least 2 yr's service in next lower group).....	_____
Chief Sanitary Inspector:	
Group A	_____
B (at least 1 yr's service in lower group).....	_____
C (at least 2 yr's service in next lower group).....	_____
Chief Food Inspector:	
Group A	_____
B (at least 1 yr's service in lower group).....	_____
C (at least 2 yr's service in next lower group).....	_____
Chief Water Purification Inspector:	
Group A	_____
B (at least 1 yr's service in lower group).....	_____
C (at least 2 yr's service in next lower group).....	_____
Chief Quarantine Inspector:	
Group A	_____
B (at least 1 yr's service in lower group).....	_____
C (at least 2 yr's service in next lower group).....	_____
Chief Boiler Inspector:	
Group A	_____
B (at least 1 yr's service in lower group).....	_____
C (at least 2 yr's service in next lower group).....	_____
Chief Inspector of Street Improvements:	
Group A	_____

SECTION 7—CLASS E—LIBRARY SERVICE

Positions the duties of which have to do with the handling, care, cataloging and issuing of books in the Public Library. In all cases, demanding a good general education, and in some grades technical training of a high order.

GRADE I: (E1) Positions, the duties of which require some skill and accuracy and general training, not necessarily much experience, and involving responsibility. Includes the following positions: Page, Substitute, City Branch Attendant (part time).

Group A	_____
B	_____
C	_____

GRADE II: (E2) Positions, the duties of which require training, experience and ability, which may or may not be supervisory, and involving a higher degree of responsibility than in Grade I positions. Includes the following positions: Junior Assistant.

Group A	_____
B (at least 1 yr's service in lower group).....	_____
C (at least 2 yr's service in next lower group).....	_____

GRADE III: (E3) Positions, the duties of which are supervisory, involving accountability for the work of others in a higher branch or section than in the case of Grade II positions. Also positions, the duties of which require a higher order of specialized knowledge than in the case of Grade II positions, but not necessarily supervisory. Includes the following positions: Senior Assistant, City Branch Librarian.

- Group A**
 B (at least 2 yr's service in lower group).....
 C (at least 2 yr's service in next lower group).....

GRADE IV: (E4) Positions, the duties of which are supervisory, involving accountability for the work of others in a higher branch or section than in the case of Grade III positions. Also positions, the duties of which require a higher order of specialized knowledge than in the case of Grade III positions, but not necessarily supervisory. Includes the following positions: Principal Assistant, Chief of Department.

- Group A**
 B (at least 2 yr's service in lower group).....
 C (at least 2 yr's service in next lower group).....

GRADE V: (E5) Positions, the duties of which are administrative, requiring special qualifications and recognized expert knowledge, and involving responsibility for the work of the entire bureau or division. Includes the following position: Assistant Librarian.

SECTION 8—CLASS F—SUPERVISING CLASS

Positions, the duties of which are chiefly supervisory, involving accountability for the maintenance of public property, for the work of public employees, for the custody of public charges and which are not included in other classes.

GRADE I: (F1) Positions, the duties of which involve the general direction of public employees and responsibility for a distinct line of work, or the custody of public property in a given territorial district, or an entire administrative branch under the head or heads thereof. Includes the following positions: Foreman of Dam Construction, Foreman of Conservation and Impounding, Foreman of Cemetery, Foreman of Carpenters, Foreman of Parks, Foreman of Piledriver, Foreman of Pueblo Farms, Foreman of Sewers, Foreman of Streets, Foreman of Water Distribution, Foreman of Yards and Salvage, Foreman of Machine Shop, Foreman of Dam Construction, Chief Janitor.

Conservation and Impounding, Cemetery, Parks, Sewers, Streets, Water Distribution, Yards and Salvage, Foreman and Chief Janitor:

- Group A**
 B (at least 1 yr's service in lower group).....
 C (at least 1 yr's service in next lower group).....

Foreman of Machine Shops:

- Group A**
 B (at least 1 yr's service in lower group).....

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- C (at least 1 yr's service in next lower group)..... _____
- Foreman of Yards and Salvage**..... _____
- Foreman of Carpenters** _____
- Group A** _____
- Foreman of Dam Construction:**
- Group A** _____

GRADE II: (F2) Positions, the duties of which are chiefly administrative requiring special qualifications and which involve responsibility for the work of an important department or bureau under the head or heads thereof. Includes the following positions: Assistant General Foreman of Parks, Streets, Sewers, Water Distribution, Water Conservation and Impounding.

- Group A** _____
- B (at least 1 yr's service in lower group)..... _____
- C (at least 1 yr's service in next lower group)..... _____

GRADE III: (F3) Positions, the duties of which are executive and administrative, involving responsibility for an entire department directly under the head of such department. Includes the following positions: General Foreman of Garbage Collection, Park, Streets, Sewers, Water Distribution, Conservation and Impounding, Dam Construction, Master Mechanic of Dam Construction, and Assistant Superintendent of Streets.

General Foreman—Garbage Collection, Parks, Streets, Sewers, Water Distribution.

- Group A** _____
- B (at least 1 yr's service in lower group)..... _____
- C (at least 2 yr's service in next lower group)..... _____

General Foreman of Dam Construction:

- Group A** _____
- Master Mechanic of Dam Construction:**
- Group A** _____

GRADE IV: (F4) Positions, the duties of which are executive and administrative, involving the entire responsibility for an important department and the planning and carrying on of important managerial functions, either independently or directly under the head of such departments. Includes the following positions: Superintendent of Parks, Superintendent of Streets, Superintendent of Conservation and Impounding, Superintendent of Harbor, Superintendent of Dam Construction.

Superintendent Parks, Harbor, Dam Construction:

- Group A** _____
- Superintendent of Cemetery:**
- Group A** _____
- B (at least 1 yr's service in lower group)..... _____
- C (at least 2 yr's service in next lower group)..... _____
- Superintendent of Conservation and Impounding:**
- Group A** _____

B (at least 1 yr's service in lower group).....

Superintendent of Streets:

Group A

SECTION 9—CLASS G—RECREATION SERVICE

Positions connected with the administration and supervision of public recreation and requiring training and ability in recreational methods.

GRADE I: (G1) Positions, the duties of which require training, ability, and experience, but not necessarily supervision. Includes the positions of Assistant Director and musician.

Assistant Director:

Group A

B (at least 1 yr's service in lower group).....

C (at least 1 yr's service in next lower group).....

Musician:

Group A (Part time service).....

GRADE II: (G2) Positions, the duties of which require considerable training, ability and experience, involving independent judgment, which may or may not be supervisory. Includes the positions of Director of Boys and Director of Girls.

Playground Director:

Group A

B (at least 1 yr's service in lower group).....

C (at least 2 yr's service in next lower group).....

GRADE III: (G3) Positions, the duties of which are administrative, requiring special qualifications and expert knowledge and involving responsibility for the work of an entire bureau or division, under the superintendent of department. Includes positions of Supervisor of Girls' activities and Assistant Superintendent of Recreation.

Group A

B (at least 1 yr's service in lower group).....

C (at least 2 yr's service in next lower group).....

GRADE IV: (G4) Positions, the duties of which are executive and administrative, requiring special qualifications and expert knowledge and involving responsibility for the work of an entire department under the head or heads of such department. Includes the following positions: Superintendent of Playgrounds.

Group A

SECTION 10—CLASS H—POLICE SERVICE

Positions, the duties of which involve the enforcement of laws and regulations upon persons, the serving of court orders and the safe keeping of prisoners and delinquents demanding a high order of physical excellence and an expert knowledge of the methods of recording crimes committed, description of criminals, Bertillon and Finger Print Classification and cross indexing. Includes the following positions:

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Beach Life Guard, Police Matron, Patrolman, Detective, Identification Officer, Sergeant, Lieutenant, Captain.

GRADE I: (H1) Includes **Beach Life Guard**, requiring knowledge and experience in handling row boats in rough water, experience in the resuscitation of drowning persons, a high order of physical excellence and courage, qualification as an expert swimmer; **Police Matron:** requiring a high order of physical excellence, some knowledge of police rules and regulations and criminal law, in charge of women prisoners in City Jail, and may also be used as investigator when assigned to detective duty.

Beach Life Guard:

- Group A**
 B (at least 1 yr's service in lower group)
 C (at least 2 yr's service in next lower group)

Police Matron:

- Group A**
 B (at least 1 yr's service in lower group)
 C (at least 2 yr's service in next lower group)

GRADE II: (H2) Includes **Patrolman**, which demands a high order of physical excellence and such other requirements as are set forth in Civil Service Rule III, Section 8.

- Group A**
 B (at least 1 yr's service in lower group)
 C (at least 2 yr's service in next lower group)

GRADE III: (H3) Includes **Sergeant, Detective**, requires at least one service in Grade II before becoming eligible for promotional examination to this grade.

- Group A**
 B (at least 1 yr's service in lower group)
 C (at least 2 yr's service in next lower group)

GRADE IV: (H4) Includes **Lieutenant**. Persons to be eligible to this grade must have served at least one year in Grade III. No promotion shall be made from Grade III where the candidate is unable to comply with the physical requirements prescribed for this class by Civil Service Rule III, Section 8, except by special action of the Commission.

- Group A**
 B (at least 1 yr's service in lower group)
 C (at least 2 yr's service in next lower group)

GRADE V: (H5) Includes **Captain**. Persons to be eligible to this grade must have served at least one year in Grade IV.

- Group A**

Identification Division: Including positions demanding an expert knowledge of methods of recording crimes committed, description of criminals, Bertillon and Finger Print Classification and cross indexing; ability to gather evidence, to memorize names and faces of criminals, and general keen powers of observation. Candidates for positions in

this division may be obtained by promotional examination or from outside sources. Physical requirements as prescribed for this class may be waived for this division.

GRADE II: (H2) Includes **Identification Officer**, the duties requiring a knowledge of the qualifications for this division, retentive memory, and good clerical ability

Group A
 B (at least 1 yr's service in lower group).....
 C (at least 2 yr's service in next lower group).....

GRADE III: (H3) Includes **Senior Identification Officer**, the duties of which demand considerable experience in identification work and ability to assume charge in absence of Lieutenant of Identification and requiring at least one year's service in Grade II; **Detective**, requiring the ability to gather evidence, to memorize names and faces of criminals, a knowledge of finger prints, and general keen powers of observation.

Group A
 B (at least 1 yr's service in lower group).....
 C (at least 2 yr's service in next lower group).....

GRADE IV: (H4) Includes **Lieutenant**. Persons to be eligible to this grade must have served at least one year in Grade III. Has full charge of the Bureau of Identification.

Group A
 B (at least 1 yr's service in lower group).....
 C (at least 2 yr's service in next lower group).....

SECTION 11—CLASS I, TRAINED SERVICE

Positions, the duties of which require ability in a trade, craft or useful art, or require special manual or mechanical skill, and which are not included under other classes.

GRADE I: (I1) Positions, the duties of which involve fixed responsibility and which require skill in the performance of definitely assigned duties or assistance to persons in Grade II of this service; includes the following positions: Auto Hostler, Assistant Janitor, Blacksmith Helper, Elevator Operator, Hostler, Janitress, Night Watchman, Dockman, Teamster-Laborer, Teamster, Sub-Foreman, Bookmender, Playground Caretaker, Stadium Caretaker, Caretaker of Aviary, Pipe Walker, Conduit Walker, Assistant Dam Keeper, Dam Keeper, Animal Caretaker, Flunkey, Janitor, Deputy Poundmaster, Semi-skilled Laborer, Laundryman, Laundress, Watchman, Switchboard Operator, Filter Operator, Ironer, Cook's Helper.

Groups—	A	B	C
Caretaker of Playgrounds.....	_____	_____	_____
Caretaker of Aviary.....	_____	_____	_____
Caretaker of Zoo.....	_____	_____	_____
Caretaker of Organ Pavilion.....	_____	_____	_____
Caretaker of Stadium.....	_____	_____	_____
Janitor	_____	_____	_____

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Elevator Operator	_____	_____	_____
Filter Operator	_____	_____	_____
Damkeeper	_____	_____	_____
Assistant Damkeeper	_____	_____	_____
Pipe Walker	_____	_____	_____
Conduit Walker	_____	_____	_____
Dockman	_____	_____	_____
Laborer-Teamster	_____	_____	_____
Yardman	_____	_____	_____
Switchboard Operator	_____	_____	_____
Poundmaster (Animal Caretaker).....	_____	_____	_____
Deputy Poundmaster	_____	_____	_____
Watchman	_____	_____	_____
Flunkey	_____	_____	_____
Cook's Helper	_____	_____	_____
Cook's Helper	_____	_____	_____
Ironer	_____	_____	_____

GRADE II: (I 2) Positions, the duties of which involve the regular practice or pursuit of a trade, craft or useful art, requiring special manual or mechanical skill or of specially assigned duties, which may or not be supervisory. Includes the following positions: Auto Mechanic, Assistant Auto Mechanic, Assistant Machinist, Blacksmith, Boiler Maker, Book Repairer, Brick Layer, Broommaker, Carpenter, Cook, Chef, Baker, Cement Finisher, Electrician, Handy Man, Harness Maker, Hod Carrier, Horseshoer, Department Mechanic, Bookmender, Machinist, Meter Repairman, Chauffeur, Truck Driver, Steam Roller Operator, Piledriver Engineer, Steam Shovel Fireman, Locomotive Engineer, Organ Tuner, Painter, Patternmaker, Photographer, Pipe Layer, Lead and Cement Joiner, Pipe Repairman, Pipe Fitter, Plasterer, Lineman, Chief Pump Operator, Chief Janitor, Gardener, Hoisting Engineer, Multigraph Operator, Nurseryman, Plumber, Printer, Painter, Piledriver, Powderman, Hand Driller, Power Driller, Seamstress, Sheet Metal Worker, Steam Fitter, Steam Engineer, Master Mechanic, Wagonmaker, Core Driller, Crane Engineer, Gas Engine Operator, Pump Operator, Stationary Engineer, Steam Shovel Engineer, Propagator, Pipe Dipper, Pruner, Tool Dresser, Steam Shovel Runner, Compressor Electrician, Cable Runner, Steel Sharpener, Millman, Millwright, Trackman, Piston Drill Machine-man, Derrickman, Chief Filter Operator, Emergency Man, Stone Mason, Head Dockman, Assistant Meter Repairman, Jackhammerman, Mechanic.

	Groups—	A	B	C
Auto Mechanic	_____	_____	_____	_____
Assistant Auto Mechanic.....	_____	_____	_____	_____
Assistant Meter Repairman.....	_____	_____	_____	_____
Meter Repairman	_____	_____	_____	_____
Book Repairer	_____	_____	_____	_____

Broom Maker	_____		
Blacksmith	_____		
Bricklayer			
Carpenter	_____	_____	
Cementman	_____		
Chief Pump Operator.....	_____	_____	_____
Chief Janitor	_____	_____	_____
Chauffeur	_____	_____	_____
Cook	_____		
Chef and Steward.....	_____		
Chief Filter Operator.....	_____		
Dock Engineer	_____		
Emergencyman	_____		
Gas Engineer	_____		
Head Dockman	_____		
Horseshoer	_____		
Multigraph Operator	_____	_____	
Organ Tuner	_____	_____	
Pump Operator	_____		
Pipe Fitter	_____		
Painter	_____		
Sewer Repairman	_____		
Truck Driver	_____	_____	_____
Tool Dresser	_____		
Teamster	_____		
Wagonmaker	_____		
Yardman	_____		

SALARIES AND WAGES FOR CLASS I: The compensation of persons in any grade of Class I shall not be more than the rate of wage paid in the immediate vicinity of San Diego to persons engaged in similar trades or crafts, or doing work requiring the same grade of mechanical skill.

SECTION 12—CLASS J—LABOR SERVICE

Includes all places of persons rendering common labor service and all positions shall be considered in the same grade. Includes the following positions: Garbage Laborer, Cemetery Laborer, Water Distribution Laborer, Water Conservation and Impounding Laborer, Comfort Station Laborer, Comfort Station Maid, Water Front Laborer, White Wings.

GRADE I: (J 1)

Group—

A

B

C

SALARIES AND WAGES, CLASS J: The compensation of persons in any grade of Class J shall not be more than the rate of wage paid in the immediate vicinity of San Diego to persons engaged in similar work, or work requiring the same grade of skill.

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SECTION 13—GROUP D

Whenever the compensation received by any person in the service of the city at the time this classification goes into effect is greater than that provided for in Group C for the position filled by such person, such person shall receive compensation at the rate provided for in Group D for such position, if by this classification a Group D is established for such position; otherwise, compensation shall be at the rate provided for in Group C for such position; provided, however, no person shall receive compensation at the rate provided in Group D for any position except as provided in this section.

SECTION 14—GRADES OF SERVICE

The Civil Service Commission shall from time to time, by an order recorded in its minutes, specify the classes and grades in which the various offices and places of employment shall be classified. The terms "rank" and "grade" in these rules shall be considered synonymous. The grade of an officer or employee shall not be changed, other than as provided in Rules V and IX, except by examination under these rules. Whenever the duties of an office or place classified as provided in the foregoing sections of this rule are changed so that they differ substantially from the duties prescribed when such office or place was originally classified, and from the duties of other positions in the grade with it as so classified, such change of duties shall operate to abolish such office or place and to create a new position, and the Commission shall proceed to classify such office or place in accordance with Section 14 of this rule, and to fill the same by an examination or certification or by certification from an existing eligible list. A change in compensation applying to all positions of the same general character of duties in the same grade shall not affect the status of employees in such grade.

SECTION 15—SALARY GROUPS

Where minimum and maximum limits of compensation for each office or place of employment in a single class and grade of service are prescribed, such compensation limits shall be provided and specified by groups in schedules set forth in this rule. Where grades are divided into salary groups, appointment to an office or place of employment in such grades, either from original or promotional registers to any one department, shall in every case be made at the lower compensation, provided, however, that when an appointee shall have been in the employ of the city as an emergency employee in the same class and grade to which he is regularly appointed from an eligible register, the time during which he has performed the duties of such position immediately preceding his appointment from the eligible register, may be counted the same as time served after appointment from an eligible register. Advancement shall be from group to group within a grade and shall be made on the basis of efficiency and seniority in the posi-

tion in such department provided the duties of such office or place be not changed, and provided further that service by actual employment in the group from which advancement is made, shall cover at least the period specified in the schedules in this rule.

SECTION 16—TITLES

Titles for each position in the Classified service shall be as nearly as possible descriptive of the general duties attached thereto and indicative of the grade, and shall be the same for all offices and places requiring the same kind of service, regardless of location of employment. Titles so prescribed shall not be changed except by order of the Commission, upon a statement in writing from the department head setting forth the reasons why such change should be made. Such titles shall be used to designate the office or place in all the reports to and records of the Commission, and on all pay rolls or accounts submitted to the Commission for certification.

SECTION 17—NEW POSITIONS

The creation of a new position or material change in the duties of an existing position shall be immediately reported to the Commission, together with a statement of the manner of its creation and the duties pertaining thereto. The Commission shall promptly investigate and determine whether such position is properly created and of a new grade. No position shall be considered to be of a new grade unless the duties thereof are found to be substantially different from those of every existing grade or position in the Classified service. Whenever the Commission shall find a position to be in fact of a new grade and properly created, it shall classify such position by amendment to its rules.

RULE II—APPLICANTS AND APPLICATIONS

1. **Filing Applications.** Any person shall be admitted to examination who has filed an application therefor in the office of the Commission at least three (3) days prior to the date of examination, or within such other period as may be prescribed in the public notices thereof, and upon the form furnished by the Commission; and whose application has not been rejected by the Commission for cause in accordance with the provisions of these rules. The applicant shall be required to make application in his own handwriting and subscribe to the same under oath. Applications for positions in the unskilled labor class, however, may be filled out by a person other than the applicant, and signed with the mark of the applicant, duly witnessed, and the oath may be omitted. All applications must be filed with the Commission by the applicants in person.

2. (a) **Residence and Citizenship.** No person shall be admitted to examination for any position in the classified service who is not both an elector of the City of San Diego, and an actual resident therein for one (1) year next preceding the date of the examination, pro-

vided, however, that in examinations for positions requiring peculiar and exceptional qualifications of a scientific, professional or expert character, or manual skill of a high order, or because of the difficulty of securing applicants who are residents of the City of San Diego, this rule may be waived by the Commission and the notice of examination shall so provide. Any person taking examination under this provision while residing outside the City, must upon accepting employment as an eligible, become an actual resident of the City of San Diego, unless the work to be performed is at a distance from the corporate limits, requiring his residence near the place of employment.

Further exception to this rule may be made when the minimum age limit as set by the Commission in the call for an examination is too low to permit of registration or voting; and also excepting soldiers, sailors and marines, as provided in paragraph "b" of this section.

(b) Every honorably discharged soldier, sailor or marine of the United States Army, Navy or Marine Corps, who can comply with all other civil service requirements other than residence, shall be admitted to examinations after proving to the satisfaction of the Commission that they have been bona fide residents of the City of San Diego for thirty (30) days immediately preceeding the date on which the completed application is surrendered to the office of the Commission.

3. **Age.** No applicant shall be admitted to an original entrance examination who is less than twenty-one (21) years of age, provided, however, that the Commission may change these age limits and fix other limits for any examination by order entered in the minutes of the Commission, and by giving notice of the limits prescribed in the notice of such examination.

4. **Sex.** Unless the call for any examination otherwise provides, applicants of either sex may be admitted to any examination, if in other respects they meet the preliminary requirements.

5. **Health and Physical Ability.** The Commission may determine, by medical examination conducted by the Commission through its representatives, whether applicants for any position possess the prescribed standards of health and physique. The results of such examination may be used to determine the fitness of the applicant to be examined further and need not be considered as a factor in the general average. Nothing in this section shall be construed to limit the power of the Commission to include further medical examination and physical test as a part of the competitive examination.

6. **Character and Fitness of Applicants.** Applicants must furnish proof of good character, temperate habits, sound health and physical ability to perform the duties of positions applied for. Proof at any time produced to the Commission, of the physical disability or incapacity, or of the bad character, dissolute habits, immoral conduct, or of dismissal for good cause from the public service, of any appli-

cant or eligible, shall be deemed sufficient cause to exclude him from examination or for removal from an eligible register.

7. Cause for Rejection. The Commission may refuse to examine an applicant, or, after examination to certify an eligible who:

(a) Is found to lack any of the published preliminary requirements established by the Commission for the examination or position for which he applies; or

(b) Is physically so disabled as to be rendered unfit for the performance of the duties of the position to which he seeks appointment; or

(c) Is addicted to the use of intoxicating liquors to excess; or

(d) To the use of cocaine, morphine, or other harmful drugs; or

(e) Is addicted to gambling or other immoral practices or habits; or

(f) Has been guilty of any crime or of infamous or disgraceful conduct; or

(g) Has been dismissed from the public service for inefficiency, delinquency or misconduct; or

(h) Has intentionally made a false statement of any material fact, or practised or attempted to practise any deception or fraud in his application or examination, in his certification or in securing his eligibility or appointment; or

(i) Has wilfully violated any of the rules or published examination requirements of the Commission.

Any of the foregoing disqualifications shall be good cause for removal of an eligible from the service after his appointment.

8. Defective Applications to Be Returned. Whenever an application is rejected, or whenever an applicant fails to pass an examination, notice of such rejection or failure to pass such examination shall be mailed to the applicant. Defective applications may be returned to the applicant with notice to amend the same, providing the time limit for receiving applications has not expired, but defective applications will not be returned a second time. Failure on the part of an applicant to make prompt return in such cases will be deemed sufficient cause for rejection.

9. Special Regulations. Applications or any accompanying certificate executed or dated more than thirty (30) days before being offered for filing shall be rejected. The date of receipt of applications shall be endorsed thereon. Applications of persons who fail to appear for examination shall not be used for any later examination.

10. Special Qualifications. In the case of applications for examination for positions requiring peculiar and exceptional qualifications of a scientific, professional or expert character, or for positions the duties of which require special qualifications, the Commission may demand evidence of a satisfactory degree of education, training or experience, and may demand certificates of competency or the possession of such licenses as the law may provide as necessary for the

practise of the profession, art or trade involved, and exclude applicants who fail to give such evidence or certificates or who do not possess such licenses.

11. **Change of Address.** All applicants for examination and all persons whose names appear upon the eligible lists, must file with the Commission written notice of any change in address.

RULE III.—EXAMINATIONS

1. All examinations shall be public, competitive and free to all persons who may be lawfully appointed under these rules to any position in the city service. All tests shall be practical in their character, and shall consist only of subjects which will fairly determine the relative capacity of the persons tested to perform the duties of the position to which appointment is to be made. No questions which are misleading or unfair or in the nature of catch questions shall be asked.

2. **Call for and Advertisement of Examinations.** The Commission shall call examinations by an order in its minutes. Except in case of promotional examinations and examinations of skilled and unskilled laborers, notice of the time, place and scope of every examination and the duties, pay and experience advantageous or requisite for all positions in the grade for which the examination is to be held, shall be given by the Commission by posting such notices for at least two (2) consecutive weeks immediately preceeding the date of the examination, on at least five (5) Civil Service Bulletin Boards, such bulletin boards to be located in conspicuous public places within the City of San Diego, and so placed as to be easily accessible. When the date of examination is fixed, notice of such examination, together with suitable blanks, shall forthwith be mailed or delivered to each person whose request for application for such examination is on file, and a copy shall be posted in the office of the Commission and in such other places as the Commission may deem advisable.

When it is necessary to advertise and hold examinations before a meeting of the Commission can be held, the call for the examinations may be recorded in the minutes of a meeting held subsequent to the date of the public advertisement.

3. **Unassembled Examinations** may be held by order of the Commission for positions requiring professional training and experience, or expert knowledge.

4. **Admission to Examinations.** The Commission may provide in published notices that no applicant shall be admitted to any assembled examination more than one (1) hour after the advertised time. No late applicant shall be admitted after any candidate has completed his work and withdrawn.

5. **Subjects, Weights and General Averages.** All examinations shall embrace certain subjects to which weights shall be assigned, the weight given to each subject to represent its relative value in ascertaining the fitness of the applicant. Each subject of examination

shall be graded independently; this grade shall be multiplied by the weight assigned to that subject; the sum of the resulting products shall be divided by the total weights of all subjects in the examination, and the resulting quotient shall be the general average which shall be used in determining the order in which the name of the candidate shall appear on the eligible register.

Candidates for any original entrance examination in the classified service of the city, who have served in any branch of the United States Army, Navy or Marine Corps, who attain by examination the required minimum on special or assigned subjects, and the required minimum general average, shall be placed at the top of the eligible list in the order of standing, should there be more than one taking the examination.

Unless otherwise provided in notices published prior to holding the examination, the average percentage for proficiency required in all cases shall be seventy (70) percent. In cases where the Commission assigns a minimum percentage for eligibility in any assigned subject, such minimum shall be published prior to examination.

In rating experience in any examination, no more consideration shall be given to the experience which any applicant may have obtained while holding an appointment subject to examination in any position in the classified service, than is allowed to persons who have have had equally valuable experience in some like employment elsewhere.

6. (a) **Averages and Eligible Lists.** Applicants shall be marked on a scale of 100, and the name of no person shall be entered on a register of eligibles whose standing shall average less than 70 per cent. of complete efficiency in the subject of examination of the greatest weight, or less than 70 per cent. on all subjects taken as a whole. When two or more applicants have the same average rating, preference on the eligible list shall be determined by the order in which their applications were filed; provided, however, that in Class J (Labor Service) eligibles shall be registered in accordance with the provisions of Rule XI. Applicants whose names are placed upon an eligible register shall notify the Commission of any change of address while their names remain on such register, or while they are employed by the city, or awaiting reinstatement.

(b) **Date of Promulgation.** An eligible list shall be in effect from the date upon which the eligible list is published, which date shall be known as the date of promulgation.

7. **Medical and Physical Examinations.** The board may determine by medical inspection and physical tests whether applicants for any position possess the prescribed standards of health and physique. The result of such medical inspection shall be considered only in determining the fitness of the applicant to be examined, and shall not be a factor in determining general average. The Commission may, however, establish tests of physical strength and condition as a sub-

ject in examination and give weight thereto. Where positions require special fitness, the Commission may re-examine eligibles to determine whether they continue to possess the same.

8. (a) **Police Service.** All applicants in original examinations for Police Patrolman must, before appointment, qualify by passing a test of physical soundness conducted by medical examiners appointed by the Commission, according to the following standards:

(a) Applicants shall be not less than five (5) feet, nine (9) inches in bare feet, and not less than twenty-two (22) nor more than forty (40) years of age.

(b) Applicants, stripped, must conform to the following measurements and weights:

Height	Min. Weight	Max. Weight	Min. Chest
5 feet 9 inches	150 pounds	185 pounds	35 inches
5 feet 10 inches	155 pounds	190 pounds	35 ½ inches
5 feet 11 inches	160 pounds	195 pounds	36 inches
6 feet 0 inches	165 pounds	200 pounds	37 inches

(c) For every inch in stature over six (6) feet, five (5) pounds additional.

(d) For every inch in stature over six feet, one (1) inch additional chest measurement. The chest measurement between forced inspiration and forced expiration must be at least three (3) inches.

(e) Waist measurement in excess of chest measurement constitutes cause for rejection.

(f) No application for a position in the Police Service will be considered unless accompanied with a certificate signed by the examining physician, stating that the applicant conforms in every respect to the adopted standard.

(g) Every applicant for the Police Service must be: 1st, proficient in bicycle riding; 2d, must be able to write legibly, with a fair knowledge of spelling, and to read printed and written matter; 3d, must have some knowledge of the penal code of the State of California; 4th, must have some knowledge of the duties of Patrolman or other office to which the applicant aspires, as detailed in the Police Manual; 5th, must have some knowledge of the method of rendering first aid to the injured.

(b) **Physical Qualifications of Female Applicants.** All applicants in original examinations for Police Matron, Playground Director and such other positions as may hereafter be designated by the Civil Service Commission must, before appointment, qualify by passing a test of physical soundness conducted by medical examiners appointed by the Commission, according to the standards prescribed on Form 33.

9. **Returns After Examination.** Examinations shall be held on the dates given in the public notices unless postponed by order of the Commission, which order shall state the reason for postponement, and it shall be the duty of special examiners to make return within thirty (30) days after holding an examination. Any special examiner who

shall fail to make return within the time prescribed therefor, or who shall knowingly or willfully neglect, refuse or fail to mark candidates according to the rules, or who shall be guilty of improper or fraudulent conduct in connection with an examination, shall be removed, and be disqualified from again serving as a special examiner.

10. **Review of Examinations.** No papers connected with examinations shall be subject to review after twenty (20) days after posting of an enigible list resulting therefrom. The examination papers written by a candidate, together with his ratings, shall be open to his inspection or to the inspection of his authorized agent. The Commission may permit an eligible to examine the papers of persons standing above him on the list, providing such request be made in writing and received by the Civil Service Commission within twenty (20) days from date of posting eligible list. All written and printed questions with the answers thereto of the applicant highest on the eligible list resulting therefrom in all competitive examinations, shall be permanently preserved for reference and be open to public inspection. In order that the files of the office be not congested, the examination papers, etc., of other candidates will be preserved for but one (1) year, after which time same may be destroyed.

11. **Non-Competitive Examinations** may be held for minor positions in the employment of the City, when competition is found by the Commission to be impracticable. The action of the Commission in each case shall be spread upon the minutes.

Non-competitive positions include cooks, butchers, meat cutters, bakers, waiters, kitchen helpers and inmate help, orderlies, attendants, maids, porters, laundry helpers; also student nurses for the Isolation and Mission Valley Hospitals; pages and janitors for branch libraries.

RULE IV.—ELIGIBLE LISTS

1. From the return and report of the examiners, or from the examination made by the Commission, the Commission shall prepare a list of eligibles for each grade of the persons who shall attain such minimum mark as may be fixed by the Commission for any part of such examination, and whose general average standing upon the examination for such grade is not less than the minimum fixed by the rules, and who may be lawfully appointed. Such persons shall take rank upon the list in the order of their relative excellence as determined by the examination and in accordance with Rule III, Section 5.

2. Whenever two or more eligibles shall have the same average percentage, priority of receipt of application, as indicated by number stamped on application by Commission, this number to be placed on application immediately on receipt by the Civil Service office of completed application, and the number used shall be greater than the next preceding application number, and smaller than the next following application number, used in the same examination, shall determine their respective standings on the eligible list.

3. Eligible lists shall remain in force no longer than two (2)

years from date of promulgation. The Commission shall cancel such portion of any list as has been in force for more than two (2) years.

4. The Secretary may from time to time require eligibles to declare whether they wish to have their names retained upon the respective eligible lists. If they answer in the negative or do not respond within five (5) days, their names shall be expunged therefrom.

5. Should the Commission at any time discover that the character of an eligible whose name appears on the eligible register would be such that he would not, in the opinion of the Commission, be a satisfactory employee, his name may be removed from the eligible register.

RULE V.—REINSTATEMENTS

1. Persons who, without fault or delinquency on their part, have been separated from the service or reduced therein, may apply to the Commission for reinstatement, and their names shall be placed according to seniority in service upon the appropriate eligible list and they shall be certified for appointment in preference to other persons whose names are upon such list; provided, however, that application as aforesaid is filed with the Commission within one (1) year after such separation or reduction.

2. Persons who have resigned from the service of their own volition, and for reasons concerning only themselves, shall have their names restored to the eligible list, only by re-examination.

3. **Expiration of Reinstatement List.** The name of any employee of the City which shall be placed upon the reinstatement list and continuously remain thereon for a period of two years, shall at the expiration of such period, be dropped therefrom, and the employee whose name shall be so dropped, shall thereupon cease to have any Civil Service standing.

This rule shall not apply to an employee who shall have been given a leave of absence to fill a position in the service of the City not included in the classified service.

RULE VI.—REQUISITION AND CERTIFICATION

1. **Requisition.** Whenever a vacancy in the classified service is to be filled, the appointing officer shall make requisition upon the Civil Service Commission for the certification of three (3) names of persons eligible for the position. Such requisitions shall be upon forms prescribed by the Commission and shall specify the department, title, class, grade and compensation to be paid, and in case the position has not been classified, shall specify the duties and responsibilities of the position and qualifications desired. The appointing officer shall also state whether the service is temporary or permanent and when service must begin.

2. **Certification.** If, upon receipt of requisition for certification, the Commission finds that it is impracticable and not required under the rules to fill the position by promotion or reinstatement, it shall certify to the appointing officer from the register of eligibles, the

three (3) names standing highest on the appropriate list of persons eligible, returning to the eligible list before another certification is made, the names of those persons certified and not appointed; provided, however, that if several positions in the same division, class, grade or group are to be filled, the Commission will, upon receipt of the requisition of the appointing power, certify from the appropriate eligible list a number of persons equal to the number of positions to be filled, and two names in addition thereto. Unless specified in a requisition or determined by law, sex shall be disregarded in certification. Employees accepting certification from a promotion register are thereby permanently separated from positions formerly held by them. No person shall be certified from a promotion list who has been permanently separated from the service of the city.

An officer or employee who leaves a position to accept employment by certification from another eligible register shall be separated permanently from the position formerly held by him; except that any such officer or employee, in the discretion of the Commission, within six months, upon his request and upon approval of the department or departments concerned, may be reinstated in any vacancy in the same class and grade from which he was so separated, or his name may be placed upon an appropriate reinstatement list; and provided further, that where an officer or employee accepts appointment to a higher position, the duties of which are merely temporary, he shall be reinstated in his former position without loss of seniority when such higher duty is completed.

If a person has his name enrolled on more than one eligible or reinstatement register and has received an appointment therefrom to any position in the service, he shall be deemed to have waived certification from all other eligible lists or reinstatement registers unless he requests in writing that his name be certified therefrom.

3. Waiver. Eligibles may waive certification upon giving reasons satisfactory to the Commission. If the reasons assigned are not approved by the Commission, then their names shall be removed from the registers from which they were certified. Within thirty days thereafter the names of persons so removed may be restored by the Commission, should satisfactory reasons for such action be offered. Waivers, must be filed within three days from date of certification, and if approved, the name of such eligible shall not be certified until the waiver has been withdrawn.

4. Objection and Substitution. In case objection is made by the appointing officer to any of the persons certified for reasons stated in Section 7 of Rule II, the Commission may investigate the charges, and, if the objection is sustained, substitute the next highest name from the eligible list. In no case shall any name be certified to the same appointing officer more than three (3) times, unless at such officer's request.

5. **Probation.** Original appointments shall be on probation for a period of six months.

Time served on probation, whether continuous or not, shall be credited upon the period of probation. Promotion appointments shall be made on probation for a period of six months; provided, that if, during that period, the service of the eligible so appointed is unsatisfactory to the appointing power, he may, upon approval by the Commission, be returned to the position from which he had been promoted.

6. **Failure to Respond.** Any eligible who fails to respond within a reasonable time after any notice sent him by the Commission requiring an answer will be stricken from the eligible register, but may be restored if at any time during the period of the eligibility of the list, he presents reasons satisfactory to the Commission for his failure to respond.

7. **Striking Name from List.** In case an eligible certified for appointment refuses to accept the place, and fails to assign a reason satisfactory to the Commission for such declination, his name shall be stricken from the list, and shall be restored only in the discretion of the Commission, upon his written request stating his reasons for declination. If the declination is on account of salary, the eligible shall not lose his position on the register, but shall not again be certified for the same, or less salary, unless by his request.

RULE VII.—APPOINTMENTS

1. (a) The appointing officer, upon receipt of certification of names, shall make selection with reference solely to merit and fitness, from the three (3) names certified, and shall appoint one of the persons so certified to the position to be filled, and shall so notify the Commission.

(b) Whenever an eligible list from which certification is to be made contains less than three (3) names, such persons shall be eligible for temporary appointment until additional eligibles can be certified after competitive examination, but may be appointed permanently in the discretion of the appointing officer.

2. (a) **Temporary and Emergency Appointments.** When services are to be rendered of a temporary character and for a limited period, certification and appointment of persons on any suitable eligible list shall be made in the same manner as for regular appointment until the list of the class covering the temporary employment is exhausted.

(b) Where there is a vacancy of an emergency character in a position in the competitive class and the appropriate eligible list has been exhausted, and it is not practicable to secure a person by certification from an eligible list in time to meet such emergency, appointment may be made without certification or examination, but only after having secured the consent of the Commission. In the absence of the Commission, the Secretary may authorize an emergency appointment to continue until the next meeting of the Commission.

(c) But no such temporary employments shall continue longer

than sixty (60) days, or after an appropriate eligible list shall have been established. Successive temporary appointments shall not be allowed.

(d) The acceptance or refusal to accept such temporary appointment on the part of a person on the eligible list shall not be a bar to his appointment to a permanent position from said eligible list.

3. In case of a vacancy in a position requiring peculiar and exceptional qualifications of a scientific, professional or expert character, upon satisfactory evidence that competition is impracticable, and that the position can best be filled by the selection of some designated person of recognized attainments, the Commission may, after public hearing, and by the unanimous vote of the members of the Commission, suspend competition, but no such suspension shall be general in its application to such positions, and all such cases of suspensions shall be reported, together with the reason therefor, in the annual reports of the Commission. (Sec. 8, Art. XI, Charter.)

RULE VIII.—PROMOTIONS

1. **Promotion Based on Examination.** Promotion in the service shall be based on competitive examination and records of efficiency, character, conduct and seniority. Lists shall be created and promotion made therefrom in the same manner as prescribed for original appointment. An advancement in rank or an increase in salary beyond the limit fixed for the grade by the rules shall constitute promotion. Whenever practicable, vacancies shall be filled by promotion.

2. **Eligibility for Promotional Examination.** The rules governing promotional examinations shall be the same as those governing original entrance examinations, except as herein provided.

Competitive promotional examination shall be open only to persons who are employed in the next lower grade, who satisfy the preliminary requirements for original entrance examination to the next higher grade. If there are not two (2) or more applicants for a promotional examination, the Commission may order an original entrance examination. No person shall be eligible for promotion unless he is at the time of examination actually employed in the next lower grade, and has been so employed for a period of at least three months previous to date of the examination, or is on a leave of absence or is eligible for reinstatement. The subjects and weights in promotional examinations shall be the same as in original entrance examinations, the total weights being ten (10) in both the open and promotional examinations, except that there shall be added to the subjects, the subjects of efficiency and seniority with weights not less than one-twentieth (1-20) each, of the total weights of all subjects; provided that nothing in this rule shall prohibit candidates who are not employed in the next lower grade from taking the examination as an open competitive examination. Such candidates, however, shall receive no credit for seniority. They shall, however, be credited with

efficiency marking, if employed by the City at the time of examination, if such mark is obtainable.

3. **Efficiency in Promotion.** The marking to be entered for efficiency shall be obtained by averaging efficiency ratings for the six (6) months immediately preceding the examination. Where no Efficiency records exist covering this period, the Commission shall investigate and enter such marking as it shall deem proper and fair.

4. **Seniority in Promotion.** The marking to be entered for seniority in promotion shall be obtained by adding to the marking of seventy (70) per cent. on the scale of (100) as follows:

Two and one-half ($2\frac{1}{2}$) points for each year of the first five (5) years of service, and one (1) point for each additional year of service, but credit for seniority shall only be given for service by actual employment in the grade from which promotion is sought whether such employment is continuous or not. Proof of length of service and of the nature of the duties performed shall be filed with the Commission at least ten (10) days prior to the date of examination. Seniority in service in the case of persons who have been certified for appointment by the Commission shall be computed to include the aggregate service in the grade. Seniority of other persons shall be computed from the date of beginning of service in the grade.

RULE IX.—TRANSFERS

1. **When Authorized.** The Commission may authorize the transfer of an employe from a position in one department to a position in another department in the same class and grade and having the same pay, provided the heads of the two departments concerned file with the Commission written request for such transfer, and provided such transfer is not contrary to the provisions of Paragraph 6 of this rule.

2. Transfers made without the approval of the Commission obtained in advance, shall be null and void. The employe concerned shall have reasonable notice of the proposal to transfer him in advance of filing the written request therefor.

3. No transfer shall be made from a position in one class to a position in another class, except for temporary and emergency services, and in no case to exceed two (2) weeks, and except as provided in Paragraph 6 of this Rule.

4. Nothing in this rule shall be construed to prevent the temporary assignment of an employe to emergency service in another position in the same department, provided such assignment shall in no way affect the pay or tenure of the employe, and shall not exceed two (2) weeks.

5. (Sec. 7, Art. XI, Charter). When a Civil Service employe, other than a member of the Police Department, who has served three (3) years in his position, has become incapable through age, accident or other disability, of satisfactorily performing the duties of the positions covered by the class in which he has qualified, the Civil Service Commission may, in its discretion, authorize his transfer to another class, and upon the request of the appointing power therein, whose duties are within his capacity, and

may, by a unanimous vote, order that he be preferred for appointment to a designated position; but such position shall be one having a smaller compensation than the position from which he may be transferred, and the compensation shall not be increased subsequent to his appointment thereto.

Any member of the regularly constituted Police Department, who shall have been duly appointed, selected and sworn, and who shall have been pensioned, on account of disability, in accordance with Ordinance No. 4309, shall be considered as transferred to a lower grade, but may be returned to the grade occupied before transfer, by complying with the provisions, as set forth in Ordinance No. 4309, covering return to active duty, and obtaining certificate of physical ability from Civil Service medical examiners.

6. **When Refused.** The Commission shall refuse to authorize the transfer of an employee when, upon investigation, it finds that the transfer is made or proposed:

- (a) For the purpose of avoiding a layoff; or
- (b) With the intent of forcing or causing an employee to resign; or
- (c) Because of political influence; or
- (d) Contrary to the provisions of Section 3 of this rule; or
- (e) Without first having notified the employee and obtained his consent to such transfer.

At any time within ten (10) days after authority for transfer has been granted, the Commission may revoke the same for any of the foregoing reasons. Any citizen in the city or the employee concerned may file objections to a transfer based upon the foregoing reasons and the Commission shall investigate such objections and make a finding thereon.

RULE X.—LEAVES OF ABSENCE

1. (a) No leave of absence shall be granted to, or taken by, an employee without first having obtained the consent of the Civil Service Commission. No leave of absence shall be granted for a period of exceeding one (1) year. No leave of absence shall be granted within ninety (90) days after appointment or reinstatement, except with the consent of the Commission. Leave of absence shall not be extended unless application therefor be made prior to the expiration thereof, and any such leave, extension or continuation, whether continuous or not, shall not exceed one (1) year. Every leave of absence shall be without pay, except the leave of absence on account of vacation.

The Commission holds that eight hours shall constitute a full day's work and four hours a half day's work.

(b) No employee of the City who has received an injury covered by the State Employer's Liability Act shall receive any compensation during any leave of absence on account of such injury, except that allowed by the provisions of said Act.

(c) Upon expiration of a leave of absence an absentee may be reinstated in his former position; provided, however, if such absence ex-

ceeds ninety days, and the position in the meantime has been filled, he can be reinstated only when a vacancy exists, and in the order of his seniority.

(d) **Leave of Absence for Positions in the Unclassified Service.** Where leave of absence is requested to enable an employe in the Classified service to take any position in the service of the City not included in the Classified service, the same may be granted for periods of one year and during the actual service of said employee in such position, and in such cases the inhibition against reinstatement contained in the preceding sentence shall not apply.

(e) When a leave of absence is requested to enable a city employee in the Classified service to serve as a member of the State Militia, in the service of the State or the United States, or to serve as a member of the military or naval forces of the United States, the same may be granted for the period of actual service, and upon the termination thereof, or the honorable discharge of said employee, he shall have the right to return to his position in said Classified service, providing the position still exists, without suffering any loss or demotion of any kind whatsoever, said leave of absence to be without pay.

(f) When a leave of absence is requested to enable a City employee in the Classified service to work on U. S. Government contract work, the same may be granted for the period of actual service while so employed, and upon the termination thereof, he shall have a right to return to his position in said Classified service, providing the position still exists, without suffering any loss or demotion of any kind whatsoever, said leave of absence to be without pay.

(g) Leave of absence may be granted an employee in the Classified service to enable him to be employed at special war work in connection with the military and naval service while so employed. When the position for which said leave of absence has been granted is filled by a substitute taken from a regular position in the service, the position formerly held by the substitute may be held open during said leave, and said substitute may return to his regular position at the termination of his employment in said substitute position.

2. (a) **Vacations.** No City employee shall be granted vacation leave of absence with pay to exceed fifteen (15) days in any one year. No leave of absence for vacation with pay shall be granted without the previous consent of the Commission. Each employee in the Classified service of the City of San Diego, who is paid a monthly or annual compensation, shall be entitled to a vacation of fifteen (15) consecutive days in each calendar year, on full pay. The time during which any such vacation shall be taken by an employee, shall be designated by the head of the department, and the request for such vacation (Form 14) signed by the employee and approved by the head of the department, shall be forwarded to the Civil Service office before 8:30 A. M. of the Monday preceding the beginning date of the leave. Provided that no employee shall be entitled to a vacation unless he or she shall have been in the employ of

the City of San Diego as a regular employee for a period of twelve (12) consecutive months, and further provided that no accumulation of vacation periods shall be allowed.

(b) Each employee in the Classified service of the City of San Diego, who is paid at a daily rate, shall be entitled to a vacation of fifteen (15) consecutive days in each calendar year, on full pay, provided that he has worked a total of 300 days, and has been in the employ of the City of San Diego for one year or more; provided that for each day worked less than 300 days one day shall be deducted from the fifteen days of full vacation, as per the following schedule:

300 days worked,	15 days vacation.
299 days worked,	14 days vacation.
298 days worked,	13 days vacation.
297 days worked,	12 days vacation.
296 days worked,	11 days vacation.
295 days worked,	10 days vacation.
294 days worked,	9 days vacation.
293 days worked,	8 days vacation.
292 days worked,	7 days vacation.
291 days worked,	6 days vacation.
290 days worked,	5 days vacation.
289 days worked,	4 days vacation.
288 days worked,	3 days vacation.
287 days worked,	2 days vacation.
286 days worked,	1 days vacation.
285 days worked,	0 days vacation.

(c) The Commission holds that a person taking a vacation of fifteen days within which time occurs a National or State holiday, cannot under this section, claim an additional day of vacation with pay.

3. **Absence Without Leave.** Absence from duty without leave, or failure to report after a leave has expired or has been disapproved or revoked and cancelled by the Commission, shall be cause for discharge; provided, however, that if the officer or employee so discharged shall show to the satisfaction of the Commission that such absence or failure to report was excusable, the Commission may then consent to his reinstatement.

The Commission may refuse to grant leave with pay for the following reasons: (a) That the employee has not been in the service of the City continuously for at least one (1) year immediately preceding the application. (b) That the application is not made and approved for a fixed, definite and continuous period; or (c) That it is not made in the manner prescribed by this rule.

4. **Special Leave.** Where leave of absence without pay for more than thirty (30) days is requested by an employee, and approved by the head of the department, the Commission may grant the same, provided good and sufficient reasons have been assigned satisfactory to the Commission.

5. **Refusal of Leave of Absence.** No leave of absence, with or

without pay, shall be approved or granted where it appears to the Commission that it is requested for the purpose of enabling the employment of a temporary employee to the same position; or because of political influence; or if it is contrary to the good of the service. Objections based upon the foregoing may be filed by any citizen with the Commission. The Commission shall investigate such objections, and may, if the same are sustained upon investigation, order the leave revoked, to take effect on or after date of notification, in the discretion of the Commission.

6. Failure to Return from Leave. Failure of an employee to report at the expiration of the leave of absence shall separate the employee from the service, and be considered, in effect, an abandonment of his position, unless the employee can convince the Commission that his failure to return at the expiration of the leave was unavoidable.

7. Lay-off. (a) Whenever it becomes necessary, through lack of work or funds, or the abolition of a position, or for any other cause, to reduce the force in any employment, the lay-off shall be made of the employees having the lowest efficiency record in the class and grade affected, employed in the bureau, office, or department, making such lay-off. The said efficiency record shall be ascertained by averaging all recorded general efficiency markings for the six months immediately preceding such lay-off. Where no efficiency record exists, or where it covers a period less than six months, or where the efficiency records of the employees in that grade, working in that bureau, office or department, are the same, the person in such bureau, office or department who was last appointed to a position in that grade, shall be the first laid off; provided, however, that where no efficiency records exist, seniority shall prevail, based on continuous employment in a given department of the city.

(b) Whenever it becomes necessary to lay off extra clerks for any cause whatsoever, the lay-off shall be made in accordance with the average efficiency markings of the employee in the bureau, office or department making such lay-off in the manner provided above. Provided that, when said efficiency markings cover a period of less than six months, the efficiency markings of the employee shall be ascertained by averaging all recorded general efficiency markings for the actual period of service in the bureau, office, or department making said lay-off. The Extra Clerk having the lowest average efficiency markings shall be the first laid off.

8. Reinstatement After Lay-off. (a) When any officer or employee has been given a leave of absence in accordance with the rules of the Civil Service Commission, or has been laid off in accordance with said rules, the person taking such leave or the person so laid off shall have precedence for reinstatement from the eligible register of positions of the same class and grade and of the same character of work according to his efficiency record, i. e., the reinstatement shall be made of the employee, in the grade and class, having the highest efficiency record. Any officer or employee who secures a leave of absence or a lay-off contrary to the provisions of the rules of the Commission shall forfeit

his right for reinstatement in the service, and the vacancy shall be filled by certification of an eligible.

RULE XI.—UNSKILLED LABOR SERVICE

1. **Applications.** The Commission shall provide a special form of application for positions in the unskilled labor service upon which candidates shall be required to state facts in regard to age, residence, citizenship, physical condition, previous occupation and experience, and to furnish such vouchers from former employers or others as to character and capacity, as the Commission may require.

2. **Required Tests.** To the end that preference may be given candidates for unskilled labor service who most nearly satisfy public requirements as to age, previous faithful and continued service in public or private employment, physical fitness, sobriety and intelligence, applicants will, whenever practicable, be required to assemble on advertised dates, and to submit to such tests of fitness as the Commission may prescribe.

3. **Rejections of Applications.** In case any applicant is found by the Commission to be unfit or in any way disqualified from performing the service for which he seeks employment, his application shall be rejected and his name shall not be entered upon the register.

4. **Registration.** When the relative merit and fitness of candidates for labor service has been ascertained, their names shall be registered as provided in Rule IV., Section 2.

5. **Requisition, Certification and Appointment.** The head of a department or appointing officer shall make requisition to the Commission, upon the form prescribed by it, for the certification of the names of as many registered applicants for unskilled labor as there are positions to be filled, in all cases specifying the kind of work the laborers will be called upon to perform; the Commission shall thereupon certify to the appointing officer the number of names of laborers required by such requisition in the order of priority of application, and the persons so certified shall be appointed to the positions to be filled.

6. **Temporary and Emergency Service.** For temporary and emergency labor service, the Commission may examine candidates three (3) days after publication of notice, provided notices have been sent by mail to all applicants whose names appear on mailing lists for such service. In such cases application blanks may be filed in the presence of examiners at the time of application.

7. **Temporary and Emergency Employment.** In cases of emergency, temporary employment in the unskilled labor service may be made without regard to these rules, but in no case to continue longer than seven (7) days without the approval of the Commission, and notice of such employment shall be immediately furnished the Commission, with a statement of a reason therefor on the forms prescribed by the Commission. The Commission may cancel such appointment at any time.

8. **Separate Labor Lists.** The Commission may, where the

duties of the positions require, establish separate labor lists for the various departments, institutions and sections of the City and for the various kinds of labor to be performed.

9. In all other respects the rules governing employment in the competitive Classified service shall be applicable to the employment of unskilled laborers.

RULE XII.—As Amended and Adopted by the Civil Service Commission on December 30, 1918.

1. (a)—(Sec. 5, Art. XI). The Commission shall, from time to time, investigate the enforcement of the provisions of Article XI of the City Charter and of the rules under it; the efficiency of the service; the action of all efficiency examiners; the duties of all departments and of all employees of the City; and such other matters as come within the scope of this act.

Any member of the Commission shall have power, of his own motion, to file written charges against any employee in the Classified service, and thereupon the Commission shall try the charges, after not less than ten days' written notice to the person accused, in the manner and with the powers prescribed in this section; but in such case the complaining Commissioner shall not sit. If found guilty of breach of duty, such employee may be removed by the Commission and his name stricken from the service register.

(b) Preferring and Investigation of Charges—Public Hearing.

Whenever written charges have been filed against any employee in the Classified service, a record of the charges shall be included in the minutes of the Commission, and a true copy of said charges, together with a notice of the time and place of a hearing of said charges, shall be served personally upon said employee concerned. No such investigation shall be held less than five days after the serving of said notice, unless upon request of the employee so charged, the Commission is of the opinion that an earlier date may promote justice.

In the course of such investigation, the employee under charges shall be given an opportunity to produce witnesses and to be heard in his own defense, and to be represented by counsel. In any investigation conducted by the Commission, it shall have the power to subpoena and require the attendance of witnesses and the production thereby of books and papers pertinent to the investigation, and each Commissioner shall have power to administer oaths to such witnesses. (Sec. 13, Art. XI.)

The Civil Service Commission shall have the power to continue said hearing from time to time. The findings of the Commission shall be certified in writing to the appointing officer, and a stenographic record of proceedings kept.

2. **Removals and Discharges.** (Sec. 17, Art. XI.) After written charges against any employee in the Classified service have been filed with the Commission, and public hearing has been held in accordance with paragraph 1-b of this Rule, the Commission shall have the right to discharge from the employment of the City, any person found guilty of a

willful violation of any provisions of Article XI of the City Charter, or of any of the rules established thereunder. Such decision and action by the Commission shall be final.

3. **Causes for Removal or Discharge.** The following are declared to constitute a breach of duty and to be cause for removal or discharge from the Classified civil service of the City, though charges may be based upon causes other than those enumerated, viz: That an officer or employee

(a) Has been convicted of a criminal offense or of a misdemeanor involving moral turpitude; or

(b) Has been guilty of an immoral or criminal act; but if such act is, at the time the charges are before the Commission on hearing, involved in a criminal proceeding before the grand jury or the courts, the officer or employee so charged may request that the hearing be postponed or continued, until such time as the criminal proceedings are terminated, and such request shall be granted, and the Commission may have the hearing or investigation proceed at any time on ten days' notice, in writing; or

(c) Has willfully, wantonly or through culpable negligence, been guilty of brutality or cruelty to an inmate or prisoner of a city institution or to a person in custody; provided, the act committed was not necessarily or lawfully done in self-defense, or to protect the lives of others, or to prevent the escape of a person lawfully in custody; or

(d) Has willfully violated any of the provisions of the civil service law or of the rules of the Commission; or

(e) Has been guilty of any conduct unbecoming an officer or employee of the City; or

(f) Has violated any lawful and reasonable official regulation or order, or failed to obey any lawful or reasonable direction made and given by his superior officer, where such violation or failure to obey amounts to an act of insubordination or a serious breach of proper discipline, or resulted or reasonably might be expected to result in loss or injury to the city, or the public, or the prisoners or wards of the city; or

(g) Is addicted to the use of cocaine, morphine, or other harmful drugs; or is addicted to the use of intoxicating liquors to excess; or

(h) Has contracted some infectious disease or has some physical ailment or defect which incapacitates him for the proper performance of the duties of his position; or

(i) Has been guilty of acts which amount to an act of insubordination or to disgraceful conduct, whether such acts were committed while on duty or off duty; or

(j) Is wantonly offensive in his conduct or language towards the public or towards city officers or employees; or

(k) That he has solicited the vote of a member of the City Council for or against a proposed ordinance or resolution, or a proposed item in a budget, or an appropriation ordinance concerning his department, where such solicitation is charged and established to have been made elsewhere

than at a public hearing of the City Council or some committee thereof; or

(l) That he is incompetent or inefficient in the performance of the duties of his position; or

(m) That he is so inefficient in the performance of the duties of his position that his final efficiency average, kept in accordance with the rules of the Commission, is less than 70 per cent., and the facts on which marks contributing to such general average are found by the Commission, from the evidence upon the investigation or hearing of such charges, to be substantially true and to justify such mark; or

(n) Is careless or negligent of the property of the City; or

(o) Has failed to pay or make reasonable provision for future payment of his just debts due or owing by him, causing thereby annoyance to his superior officer or scandal to the service; or

(p) Has used or threatened to use, or attempted to use political influence in securing promotion, leave of absence, transfer, change of grade, pay, or character of work; or

(q) Has aided or been in any manner concerned in assessing, soliciting or collecting money from any officer or employee in the service of the city for the purpose of making a gift to any public officer; or

(r) Has been induced, has induced or has attempted to induce an officer or employee in the service of the city, to commit an unlawful act or to act in violation of any lawful and reasonable departmental or official regulation or order; or has taken any fee, gift, or other valuable thing in the course of his work or in connection with it, for his personal use, from any citizen, when such fee, gift or other valuable thing is given in the hope or expectation of receiving a favor or better treatment than that accorded other citizens; or

(s) Has been absent from duty without leave, contrary to the rules of the commission, or has failed to report after leave of absence has expired, or after such leave of absence has been disapproved or revoked and cancelled by the Commission; provided, however, that if such absence or failure to report is excusable, the Commission may dismiss the charges; or

(t) Has made claim for pay or salary while absent from duty for any reason except vacation duly approved by the Commission, or has misrepresented the facts in connection with such absence; or

(u) That he has served as an officer of a political club or organization, or has acted as a worker at the polls or engaged in the distribution of badges, posters, bills, printed or written matter approving or favoring a candidate for nomination or election to a political office, federal, state, county, or municipal, or has been concerned in the publication or editing of a newspaper in the interests of a political party or candidate for public office, or has been concerned in the collection of money for a political purpose, or has filed a petition as a candidate for nomination for public office, or has accepted nomination as a candidate for election to office; provided, however, that nothing in this section shall be construed to interfere with the right of an employee in the classified service to become

a member of a political club, to attend political meetings, to express privately his opinion on all political subjects, and to enjoy freedom from all interference in casting his vote. Any measure that is submitted to the electoral vote of the community is hereby defined as a political measure.

A copy of Rule XII, Paragraph 3, shall be posted in each of the city departments, institutions and offices.

4. (a) **Power to Remove or Suspend.** The Commission shall have the right to suspend from duty, without pay, for a period not to exceed thirty days, any employee in the classified service, who is proven guilty of violating any provision of Article XI of the City Charter, or of the rules established thereunder.

(b) For disciplinary purposes, the appointing officer shall have power to suspend employees without pay for a reasonable period not exceeding thirty (30) days. Immediate notice, together with reasons for such suspension, shall be sent to the Commission.

RULE XIII.—EFFICIENCY

1. (Sec. 6, Art. XI, Charter City of San Diego). The Commission shall ascertain and record comparative efficiency of employees of the classified service, and shall have power after hearing to dismiss from the service those who fall below the standard of efficiency established.

2. The Commission shall from time to time prescribe in its regulations, subjects or factors for ascertaining individual efficiency. Such subjects or factors shall be uniform for all positions having similar duties and responsibilities.

3. The Commission shall from time to time:

(a) Ascertain the duties imposed by law and practice upon particular groups of appointees, the manner in which these duties are performed, the cost thereof to the city, the system and conditions under which such groups transact public business, the number of officers and employees engaged upon particular duties, and such other facts as shall enable the Commission to determine and compare the actual efficiency with the efficiency which ought fairly to be expected from the groups.

(b) Ascertain and record the standard of efficiency, which standard shall be based on a marking of 85 per cent.

4. **Efficiency Records.** Records of efficiency of appointees in the classified service shall be kept by the Commission, and shall contain markings derived from reports of departments or bureaus, or from investigations by the Commission. The Commission shall from time to time, by written order recorded in the minutes, prescribe subjects or factors to be used in determining efficiency markings, provide a schedule of demerits based on attendance and discipline, and assign weights to such factors and demerits. The subjects or factors prescribed shall be based upon the duties of the particular

position to which they apply, shall be uniform for all positions having similar duties, and shall be such as will test fairly the quality and the amount of service performed, and the weights assigned shall be such as will represent fairly their relative values.

5. **Markings Furnished by Departments.** The Commission shall record efficiency markings derived from reports made periodically by heads of departments or bureaus in accordance with methods approved by the Commission. Records, reports and markings of efficiency in each department and bureau shall be open at all times to inspection of the Commission. The efficiency records of the Commission respecting each department likewise shall be open to the head of such department. Each appointee shall have the right to be informed of the efficiency recorded for him by the Commission.

6. **Markings Entered by Commission...** The Commission retains to itself exclusive authority in entering markings upon efficiency records in the following cases:

- (a) Any final average of more than 85 or less than 70.
- (b) Any bi-monthly rating of more than 85 or less than 70.
- (c) Any marking on subjects involving tests of health and physical fitness for duty.

(d) Where alleged neglect or breach of duty on the part of some officer or employee is brought to the attention of the Commission by a sworn statement setting forth facts which tend to show such neglect or breach.

No marking in any of the classes or cases over which the Commission retains exclusive jurisdiction shall be entered on an efficiency record until after an investigation of the facts on which it may be based has been made and the markings approved by the Commission and reported to the head of the department involved.

The Commission retains to itself exclusive authority in entering final markings upon efficiency records in all cases. No efficiency marking made by a head of a department, office or commission, as the case may be, and submitted to the Civil Service Commission, shall be changed by the Civil Service Commission until after an investigation has been made of the facts on which the marking is based and the suggested change in the marking shall have been reported to the head of the department involved.

7. **Charges Based on Efficiency Records.** Any marking below 70 on the efficiency record of an appointee of the Classified service shall be reported to the head of the department in which such appointee is employed, with such recommendation as the Commission shall see fit to make. Where the final average of such record is below 70, the Commission shall recommend that the head of the department remove such appointee. Where the head of the department fails to act upon such recommendation, the Secretary shall file charges.

8. **Rights of Department Head to File Charges.** Nothing contained in any of these rules shall interfere with the right and duty of the

head of a department to file charges on any ground which he considers justifiable.

9. Every Department, Division, Bureau and Commission of the City shall keep a true daily record of attendance and efficiency of each employee therein, respectively. Such record shall show the reason for absence of any employee.

10. The final monthly efficiency marking of the last six months of all employees in a given department, bureau or office, as the case may be, shall be posted on a conspicuous place in said department, bureau or office and held open for inspection to all employees who are affected thereby.

RULE XIV.—CIVIL LIST

The civil list to be maintained as required by Section 11, Article XI, of the Charter, shall consist of individual roster cards upon which shall be entered all information concerning the employment of city employees, from the original date of employment to the date of separation therefrom. For the proper maintenance of this list, heads of departments shall make prompt reports as prescribed in Rule XVI.

RULE XV.—CERTIFICATION OF PAYROLLS OR SALARY ACCOUNTS

1. (a) All payrolls or salary accounts for any person holding or performing the duties of a position in the Classified service shall be prepared in triplicate, and a copy of each payroll shall be retained in the files of the Civil Service Commission.

(b) All payrolls shall be arranged alphabetically by names, and shall state the title, rate of compensation, time worked and amount due.

(c) Payrolls shall be checked to determine the legality of employment. Each item shall conform to the records in the civil service office.

2. **Form of Certificate:** The following certificate shall be stamped upon each payroll, certified and signed by the chairman and Secretary:

San Diego, California.....

Certified as appointed or employed and performing service in accordance with the provisions of Article XI of the City Charter and the Rules established thereunder.

No. of Sheets.....

No. of Names.....

Except as follows:

CIVIL SERVICE COMMISSION,

By.....

Chairman.

Secretary.

RULE XVI.—REPORTS TO THE COMMISSION

For the proper maintenance of the civil list, and expeditious checking of payrolls, heads of departments shall make prompt and complete report

to the Commission of the following matters, as well as other matters hereinbefore mentioned, upon the forms prescribed or by letter where no form is prescribed by the Commission:

- (a) Vacancies to be filled. (Form 15—Requisition for Certification.)
- (b) Appointments, whether temporary, emergency, permanent, probationary or promotional. (Form 26—Certification.)
- (c) Refusal or neglect to accept appointment by a person whose name has been certified as that of an eligible. (Form 26, or by letter.)
- (d) Date of entering service; change of title, duties or compensation; suspensions or separations from the service, whether by discharge, lay-off or removal (giving reasons therefor), creation or abolition of any office or position; transfers, as provided in Rule IX. (Form 5—Service Report.)
- (e) Request for vacation (with pay). (Form 14.)
- (f) Request for leave of absence (without pay). (Form 14.)
- (g) Absence from duty for any cause. (Monthly absence Record—Form 30.)
- (h) Efficiency ratings. (Bi-monthly Report—Form 29.)
- (i) Any material change in the duties of an officer or employee or in the organization of a department. (Letter.)
- (j) Copy of each payroll as prepared for the City Auditor.

Every report shall contain the name of the employees affected, together with the date upon which the action takes effect, and such other facts as will make it possible for the Commission to maintain a complete and correct record.

RULE XVII.—PROHIBITION OF POLITICAL ACTIVITY

1. (Sec. 14, Art. XI, Charter.) No officer or employee of the City, in the Classified service, shall, directly or indirectly, solicit or receive, or be in any manner concerned in soliciting or receiving any assessment, subscription or contribution for any political party, or political purpose whatever. No person shall, orally or by letter, solicit, or be in any manner concerned in soliciting any assessment, subscription or contribution for any political party or purpose whatever, from any person holding a position in the Classified service.

2. (Sec. 15, Art. XI, Charter.) No person holding a position in the Classified service shall take any part in political management or affairs, or in political campaigns further than to cast his vote and to express privately his opinions.

POLITICAL ACTIVITY DEFINED

3. Some of the forms of activity held to be forbidden by this provision are given below. It is not to be assumed that other forms of political activity are permissible because they are not mentioned.

Candidacy for or service as delegate, alternate, or proxy in any political convention, or as an officer or employee thereof; acting as officer of any political convention or caucus, addressing it, making mo-

tions, preparing or assisting in preparing resolutions, representing other persons, or taking any prominent part therein; service on or for any political committee or other similar organization; serving as officer of a political club, as member or officer of any of its committees, addressing such a club, or being active in its organization; service in preparing for, organizing, or conducting a political meeting or rally, addressing such a meeting, or taking any other active part therein except as a spectator; giving public expression to political views, engaging in political discussions or conferences while on duty or in public places, or canvassing a district or soliciting political support for any party, faction, candidate, or measure; offensive activity at the polls at primary or regular elections, soliciting votes, assisting voters to mark ballots, or in getting out the voters on registration and election days, acting as accredited checker, watcher, or challenger of any party or faction, assisting in counting the vote, or engaging in any other activity at the polls except the marking and depositing of the employee's own ballot; serving in any position of election officer; publishing or being connected editorially, managerially, or financially with any political newspaper, and writing for publication or publishing any letter or article, signed or unsigned, in favor of or against any political party, candidate, faction or measure; activity in campaigns concerning the regulation or suppression of the liquor traffic; candidacy for nomination or election to or holding local office; distribution of campaign literature, badges or buttons, or wearing such badges or buttons while on duty; the circulation but not the signing of political petitions (including initiative and referendum, recall and nomination petitions): and general political leadership or becoming prominently identified with any political movement, party or faction or with the success or failure of any candidate for election to public office.

the success or failure of any candidate for election to public office.

4. (Sec. 16, Art. XI., Charter.) Any person wilfully violating any of the provisions of this Article, or of the rules established thereunder, shall be guilty of a misdemeanor.

5. **Petition and Contribution.** Persons employed in the classified service are forbidden to contribute money or any other thing of value or to sign any petition while on duty, but they may make contributions or sign petitions while not on duty, providing such subscription or contribution or signature does not violate other provisions of Rule XVII.

RULE XVIII.—ADMINISTRATION RULES

Governing the procedure of the meetings of the Commission.

1. The Commission shall elect one of its members President or Chairman for a term of one (1) year and until his successor is duly elected and qualified, but not to exceed his term as a member of the Civil Service Commission.

(2) Regular meetings of the Commission shall be held every Monday at 9 A. M., except when Mondays fall on legal holidays.

3. Special meetings may be called at any time by the Chairman or

Secretary or any Commissioner upon giving reasonable advance notice to the Commissioners.

4. Roberts' "Rules of Order," except as otherwise herein provided, shall guide the Commission in its proceedings.

5. The order of business shall be:

- (1) Reading of minutes.
- (2) Communications.
- (3) Consideration of reports.
- (4) Unfinished business.
- (5) New business.

6. A Commissioner may record in the minutes his dissent from any act of the Commission, together with his reasons therefor, provided, however, that such record of dissent and reasons does not exceed fifty (50) words.

7. At the request of any Commissioner, action on matters involving a change in the Rules, a change in grade of any position, a report to the Mayor, or a finding and decision concerning the removal or discharge of an officer or employee in the Classified service shall be postponed until the next regular meeting of the Commission.

8. The Secretary of the Commission shall record in the minutes the time and place of each meeting of the Commission, the names of the Commissioners present, all official acts of the Commission, the votes given by the Commissioners, the record of any Commissioner's dissent with his reasons, and shall cause the minutes to be written up forthwith and presented for approval or amendment at the next regular meeting. The minutes, or a true copy thereof, certified by the Secretary, shall be open to public inspection at all times.

9. The meetings of the Commission shall be open to the public.

10. Communications and requests to the Commission should be made in writing, and the substance of such request, and the action of the Commission thereon, noted in the minutes.

11. The Commission may, from time to time, adopt and record in the minutes, regulations of procedure for the administration of its Rules, and a copy shall be furnished to each department of the City Government.

12. Amendments to the rules may be made at any meeting of the Commission. All amendments shall forthwith be printed for distribution, and notice shall be given of the place or places where said rules may be obtained. Such notice shall be posted on Civil Service Commission bulletin boards. The notice shall specify the date, not less than ten (10) days subsequent to the date of such publication, when said rules shall go into effect.

Original rules tentatively adopted.....	July 3, 1915
Public hearing held.....	July 15, 1915
Rules finally adopted.....	July 19, 1915
To go into effect.....	August 2, 1915
Revised and Amended Rules read.....	December 15, 1919
Adopted	December 22, 1919
Effective	January 2, 1920

*Municipal Government
Survey.*

3

SANITARY CODE
OF THE
CITY OF PASADENA
CALIFORNIA



ORDINANCE NO. 2688, EFFECTIVE SEPT. 25, 1928

SANITARY CODE

CITY OF PASADENA

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ORDINANCE NO. 2688

(AS AMENDED TO ~~OCTOBER 1, 1935~~
APRIL 1, 1936)

An Ordinance Relating to Public Health and Sanitation to Be Known as "The Sanitary Code of the City of Pasadena" and Repealing Certain Ordinances.

The Board of Directors of the City of Pasadena ordains as follows:

PART I

TITLE 1—ADMINISTRATION

Section 1. **TITLE AND ADMINISTRATION.** The following provisions shall constitute the Sanitary Code of the City of Pasadena, and may be cited as such. The Sanitary Code contemplates the general supervision of all matters not otherwise provided for by law pertaining to the sanitary conditions of the City and the public institutions thereof, the disinfection and sanitary cleaning of all public and private places, and the abatement of all nuisances prejudicial to the health of the citizens or any of them, and for the prevention of the development and spread of contagious and infectious disease.

Section 2. **DEFINITIONS.** (1) The term "Health Officer" means and includes the Health Officer of the City, having the usual powers and duties of a local health officer under the general health laws of the State of California and the Charter and Ordinances of the City of Pasadena.

(2) The term "Chief Inspector" shall refer to the Chief Inspector of the Inspection Division of the Health Department.

(3) The term "person" shall mean and include agent, owner, proprietor, co-partnership, company, association, firm or corporation and persons of both sexes.

(4) The term "owner" shall mean and include agent, manager, proprietor, lessee, person, co-partnership, company, association, firm or corporation, or prospective owner or agent, business or establishment.

(5) The term "owning" shall mean and include controlling, leasing, acting as agent for, conducting, operating, managing, maintaining or occupying.

(6) The term "Health Department" refers to the Health Department of the City of Pasadena.

(7) The term "City" refers to the City of Pasadena.

(8) All the words in the plural number shall include the singular number and all words in the singular number shall include the plural.

(9) The term "employ" shall mean and include retain, hire or engage.

PART II

TITLE 1—ORGANIZATION OF HEALTH DEPARTMENT

Section 1. **CREATION OF HEALTH DEPARTMENT.** There is hereby created and established a Department of Health in the City of Pasadena, to be known as the Health Department.

Section 2. **DUTIES OF HEALTH DEPARTMENT.** The Health Department shall have the power and authority to supervise and control under such ordinances as may from time to time be adopted by the City of Pasadena and under the laws of the State of California and of the United States of America, applicable within the City, sanitary conditions and general health of the City, and all matters pertaining thereto including sanitary conditions of all schools, jails, hospitals, and other public buildings and all health establishments or institutions of whatever kind whether public or private, and to enforce all ordinances and laws relative to public health and all rules and regulations of the department, and may call upon any police officer or officers at any time to assist in the enforcement thereof.

Section 3. **DIVISIONS ESTABLISHED.** The following divisions of the Health Department are hereby established:

Administration and Vital Statistics, Communicable Diseases, Inspection, Child Hygiene, Nursing and Laboratory.

Section 4. **HEALTH OFFICER IN CHARGE.** The Chief Administrative and Executive Officer of the Health Department shall be called the Health Officer of the City of Pasadena, and that office is hereby created. The Health Officer shall be a graduate of a reputable college of medicine and regularly licensed to practice medicine and surgery in the State of California or another state having reciprocity with the State of California.

Section 5. **POWER TO ARREST.** The Health Officer shall have all the powers of a police officer of the City of Pasadena and shall have the right and power to arrest any person or persons who may violate any of the ordinances of the City pertaining to sanitation and health and any of the rules and regulations of the Department.

Section 6. **CONTROL OF COMMUNICABLE DISEASES.** The rules and regulations of the Department for the control of communicable diseases shall be the same as those adopted by the State Department of Public Health, and as in this Code provided.

Section 7. **SHALL ENFORCE ALL LAWS AND ORDINANCES.** It shall be the duty of the Health Officer and all regularly appointed officers and employees of the Health Department to enforce diligently within the City of Pasadena, all State laws pertaining to health and sanitary matters and all orders, rules, and regulations concerning health, quarantine and disinfection prescribed or directed by the State Department of Public Health and all ordinances and resolutions of the City of Pasadena concerning health and sanitation and all rules and regulations of the Health Department of the City of Pasadena.

Section 8. **DUTIES IN TWO OR MORE CAPACITIES.** The Health Officer shall have authority to require officers, assistants, deputies and employees of the Health Department to perform duties in two or more capacities.

Section 9. **OFFICE OF ASSISTANT HEALTH OFFICER CREATED.** The office of Assistant Health Officer is hereby created. The Assistant Health Officer must be a graduate of a reputable college of medicine and regularly licensed to practice medicine and surgery in the State of California or another state having reciprocity with the State of California.

Section 10. **DUTIES DEFINED.** (1) The Assistant Health Officer shall perform such duties as are assigned to him from time to time by the Health Officer under the supervision of the City Manager, and shall act as a Deputy Health Officer for the City of Pasadena.

(2) Under the direction of the Health Officer, the Assistant Health Officer shall have charge of the City's medical relief work including the medical care of the indigent.

(3) In case of the disability of the Health Officer the Assistant Health Officer shall be in charge of the Health Department and shall discharge all the duties of the Health Officer.

(4) The Assistant Health Officer shall have charge of the Communicable Disease Division of the Health Department under the direction of the Health Officer, and shall make such necessary epidemiological investigations as, from time to time, may be deemed necessary, and assist in the quarantine work of the Division.

Section 11. **OFFICE OF CHIEF INSPECTOR CREATED.** The office of Chief Inspector is hereby created. The Chief Inspector under the direction of the Health Officer shall have charge of the inspection Division of the Health Department and shall perform all the duties assigned to him by the Health Officer in order to properly carry out the work of the Inspection Division pertaining to milk, food and Sanitation, and such other duties as may be assigned to him.

Section 12. **OFFICE OF CITY VETERINARIAN CREATED.** (a) The office of City Veterinarian is hereby created. The duties of the City

Veterinarian shall be discharged under the direction of the Health Officer. When required by the City Manager or the Health Officer, he shall apply the tuberculin test to all cows and cattle and shall examine said cows and cattle for the presence of tuberculosis and other diseases.

(b) The City Veterinarian shall be a veterinary surgeon lawfully qualified to practice veterinary surgery in the State of California, having complied with all requirements of the laws of the State of California and ordinances of this City. He shall be appointed by the City Manager; provided, however, that said office need only be filled when the City Manager deems necessary.

Section 13. OFFICE OF QUARANTINE INSPECTOR CREATED. The office of Quarantine Inspector is hereby created. Under the direction of the Health Officer he shall enforce all State laws and City ordinances pertaining to quarantinable diseases and shall perform such other duties as may be assigned to him by the Health Officer or Chief Inspector.

Section 14. OFFICE OF MILK INSPECTOR CREATED. The office of Milk Inspector is hereby created. The Milk Inspector under the direction of the Chief Inspector shall make such visits to dairies, creameries, and bottling plants as may be necessary, and shall perform such other duties as may be assigned to him by the Health Officer or Chief Inspector.

Section 15. OFFICE OF FOOD INSPECTOR CREATED. The office of Food Inspector is hereby created. The Food Inspector, under the direction of the Chief Inspector, shall make such inspections of food establishments and foodstuffs as may be necessary and shall perform such other duties as may be assigned to him by the Health Officer or Chief Inspector.

Section 16. OFFICE OF SANITARY INSPECTOR CREATED. The office of Sanitary Inspector is hereby created. The Sanitary Inspector shall perform such duties as are assigned to him by the Health Officer or the Chief Inspector.

Section 17. OFFICE OF DEPUTY SANITARY INSPECTOR CREATED. The office of Deputy Sanitary Inspector is hereby created. The Health Officer is authorized to appoint Deputy Sanitary Inspectors on approval of the City Manager to serve for one year without pay.

Section 18. OFFICE OF CHIEF NURSE CREATED. The office of Chief Nurse is hereby created. The Chief Nurse shall have a certificate as a public health nurse from the California State Department of Public Health and shall be an experienced public health nurse. The Chief Nurse, under the direction of the Health Officer, shall have charge of the Nursing Division of the Health Department and shall perform such duties as may be assigned to her by the Health Officer. The Health Officer is authorized to employ public health nurses upon the approval of the City Manager. Said nurses shall each have a certificate as a public health nurse from the California State Department of Public Health or from any State with equally as high requirements.

Section 19. HEALTH OFFICER DIRECTOR OF CHILD HYGIENE DIVISION. The Health Officer shall be the director of the Child Hygiene Division of the Health Department and the duties appertaining to said Division shall be performed under the direction of the Health Officer.

Section 20. OFFICE OF CITY BACTERIOLOGIST AND ASSOCIATE HEALTH OFFICER CREATED. The office of City Bacteriologist and Associate Health Officer is hereby created. The City Bacteriologist and Associate Health Officer shall be a graduate of a reputable college and shall have had special training in bacteriology and not less than two years' experience in a public health laboratory. He shall be Director and in charge of the Laboratory Division under the supervision of the Health Officer and the Assistant Health Officer and shall perform such other duties as may be required of him by the Health Officer or Assistant Health Officer."

Section 21. DUTIES OF THE CITY BACTERIOLOGIST AND ASSOCIATE HEALTH OFFICER. It shall be the duty of the City Bacteriologist and Associate Health Officer to make bacteriological examinations of

any nature where the public health of the City is or may be affected when requested to do so by the Health Officer or any physician in the City. In case of an outbreak of disease in the City schools the City Bacteriologist and Associate Health Officer, under the direction of the Health Officer, shall be required to make bacteriological examination of those pupils who have been especially exposed to the disease and who may be deemed especially likely to carry the germs of any communicable disease demonstrable by laboratory methods, even though they are not themselves sick from said disease.

Section 22. OFFICE OF ASSISTANT CITY BACTERIOLOGIST CREATED. The office of Assistant City Bacteriologist is hereby created. The Assistant City Bacteriologist shall have had adequate preliminary education and shall have had special training in bacteriology and experience work. He shall perform such duties as may be assigned to him or her by the Health Officer or the City Bacteriologist.

PART III

TITLE 1—VITAL STATISTICS

Section 1. HEALTH OFFICER LOCAL REGISTRAR. The Health Officer shall act as local registrar of Vital Statistics and shall have charge of the Division of Administration of Vital Statistics of the City. He shall, with the consent of the City Manager, appoint a Deputy Registrar who shall also be a stenographer and typist.

PART IV

TITLE 1—COMMUNICABLE DISEASES

Section 1. IMMEDIATE REPORT OF BOTULISM REQUIRED. Every physician, visiting nurse, public health nurse, and every superintendent or other person in charge of any hospital, sanitarium, institution, dispensary, laboratory, camp or other place who shall have knowledge of the occurrence of a case of botulism or of a number or group of cases of other severe or fatal illnesses believed to have been due to the consumption of spoiled or poisonous food, shall report the same immediately by telephone or messenger to the Health Officer.

Section 2. REPORTING OF TUBERCULOSIS REQUIRED. It shall be the duty of every physician and of every person in charge of any hospital, dispensary or other private or public institution in this City to report in writing to the Health Officer and on the form provided for that purpose by the State Department of Public Health the name, residence, and such other information as may be required, of every person having tuberculosis which comes under his or her observation. Said reports shall be forwarded to the Health Department within twenty-four hours after the knowledge of the case comes to said physician or person.

Section 3. SPUTUM EXAMINED FREE. Microscopical examination of sputum sent to the Health Department by a physician or other person as that of a person having the symptoms of tuberculosis, shall be examined free of charge.

Section 4. RECORD TO BE KEPT. All reports and all results of examinations showing the presence of the bacilli of tuberculosis, shall be recorded in a register of which the Health Officer shall be the custodian. Such register shall not be open to inspection by any person other than the health authorities of the State and of the City and County.

Section 5. DISINFECTION OF PREMISES. Any apartment or premises vacated by the death or removal therefrom of a person having tuberculosis, shall be immediately disinfected, cleaned, or renovated under the direction of the Health Officer or his deputies, by the owner, lessee, occupant or other person having charge of said apartment or premises. The orders or directions of the Health Officer shall be complied with within forty-eight hours and occupancy shall be prohibited until they have been complied with.

Section 6. EXCRETIONS TO BE DISPOSED OF IN A SANITARY MANNER. Any person having tuberculosis who shall dispose of his sputum, saliva or other bodily secretion or excretion so as to cause offense or danger to any person or persons occupying the same room or apartment,

house or part of a house, shall be deemed guilty of creating a nuisance. Upon written complaint of any person subject to such nuisance, the Health Officer shall investigate and take such steps as he may find necessary to protect the public health.

Section 7. PHYSICIANS TO GIVE INSTRUCTIONS. It shall be the duty of a physician attending any patient for tuberculosis to take all proper precautions and to give such patient or those attending such patient proper instructions to provide for the safety of all individuals occupying the same house or apartment or premises.

Section 8. REMOVAL OF CASE TO A HOSPITAL. Whenever a person having tuberculosis wilfully refuses to comply with the rules of the State Department of Public Health or ordinances of this City, and in all cases where children are thereby exposed to infection, the Health Officer may, on presentation of proof that such person is afflicted with tuberculosis, order his or her immediate removal to a hospital or other institution for the care of persons having tuberculosis.

Section 9. APPEAL. In any case referred to in Section 8 of this title where the Health Officer deems it necessary for the protection of the health of any minor child, or children of the person so affected by tuberculosis that such person be removed to such place as shall be designated by the Health Officer he shall cause to be served upon such person a written notice of his intention to so remove such person at the time stated in such notice, which time shall not be less than five (5) days after such notice is served. The person making such service shall forthwith file with the City Clerk an affidavit that such service was made and the date thereof. The person upon whom such notice is served shall be entitled to a hearing before the Board of Directors upon the matter of such removal at the second regular meeting of the Board of Directors after such notice is served (which fact with the date of such meeting shall be stated in such notice), and the determination of the Board of Directors upon such hearing shall be final and conclusive.

Section 10. UNLAWFUL TO MAKE FALSE REPORT. It shall be unlawful for any physician or person practicing as a physician in the City of Pasadena, to report knowingly as affected with tuberculosis any person who is not so affected, or to wilfully make any false statement concerning the name, sex, color, occupation, place where last employed, if known, or address of any person as affected with tuberculosis, or to certify falsely as to any of the precautions taken by any such physician or person to prevent the spread of infection.

Section 11. PHYSICIAN TO REPORT RECOVERY. Upon the recovery of any person having had tuberculosis, it shall be the duty of the attending physician to make a report of such recovery to the Health Officer, who shall record the same in the records of his office and shall relieve said person of further compliance with the requirements of this ordinance.

Section 12. PUBLIC FUNERALS FOLLOWING DEATHS FROM A QUARANTINABLE DISEASE. A public or a church funeral shall not be held for any person who has died of a quarantinable disease, unless the consent of the Health Officer has first been obtained.

Section 13. UNLAWFUL TO BREAK QUARANTINE. It shall be unlawful for any person residing or being in any place which is quarantined by the Health Department, to leave such place without the written consent of the Health Officer; provided, however, that any physician or any member of the Health Department, or upon a written permit issued by the Health Officer, any person residing or being in any such place who has no quarantinable disease, and whose clothing and person is free from any infection therefrom, may leave such places upon conditions prescribed by the Health Officer. Any such permit shall be revocable upon failure to comply with any of the conditions thereof.

Section 14. EXCLUSION OF CHILDREN FROM PUBLIC GATHERINGS. Whenever, in the opinion of the Health Officer, the prevalence in the community of a contagious or infectious disease shall necessitate such action, the said Health Officer, with the approval of the City Manager

and Chairman of the Board of Directors, shall order that all children of or under the age of twelve years shall be excluded from all or any public gatherings, playgrounds, or places of amusement, education or entertainment. The Health Officer may make such exceptions from such order as the mode and extent of the supervision provided and other circumstances incident to such public gatherings, playgrounds, or places of amusement, education or entertainment in his opinion may justify.

Section 15. UNLAWFUL TO MOVE BODY WITHOUT PERMIT. It shall be unlawful for any hospital authorities, physician, undertaker, or other person, to move, convey, or ship the body of any person living or dead, which is or has been afflicted with a communicable or contagious disease without first having received permission from the Health Officer to do so, and without having notified the person in charge of the ambulance or other vehicle in which said body is moved, of the nature of the disease with which said body is or has been afflicted.

TITLE 2—RABIES

Section 1. It shall be unlawful for any person owning, having an interest in, harboring, or having charge, care, control, custody or possession of any dog to cause or permit such dog to go free or to run at large in or upon any public street, alley or other public place, or in or upon any unenclosed lot or premises not under the possession or control of the person owning, harboring or controlling such dog.

Section 2. Repealed by Ordinance 2895.

Section 3. PERSONS AUTHORIZED TO CAPTURE DOGS. The Chief of Police, the officers of the Police Department and every Constable or his deputies, and every poundkeeper and any person employed for that purpose by the Board of Directors shall be and such persons are hereby authorized and directed to capture any dog found going free or running at large in or upon any public street, alley or other public place or in or upon any unenclosed lot or premises. In case such capture cannot be quickly effected such officer or person shall be and is hereby authorized and directed to kill and destroy any such dog not under the possession or control of the person owning, harboring or controlling such dog.

Section 3A. IMPOUNDING DOGS. Any person who shall capture any dog as provided in Section 3 hereof shall deliver such dog to the person in charge of the City dog pound.

Section 3B. FEE FOR RECOVERY OF DOG. Subject to the other provisions of this title any person may make application to the City poundmaster for the return of any dog and upon presentation of proof satisfactory to the said poundmaster that such person is the owner or is rightfully entitled to the possession of such dog may recover such dog upon the payment of the required fee. The fee for recovery shall be \$1.50 for the recovery of any dog which shall not have been previously impounded or \$2.50 for the recovery of any dog which shall have been impounded upon any previous occasion. When any person shall apply for the release of any dog subsequent to such person's first such application, the fee shall be \$2.50.

Section 4. HEALTH OFFICER TO HAVE DOGS EXAMINED FOR RABIES. Officers or persons capturing dogs under the provisions of Section 3 hereof shall separately confine such dogs captured by them in some safe place, and shall report the capture to the Health Officer or his deputies and shall submit such dog to the examination of the Health Officer, or his deputies, and it shall be the duty of the Health Officer, when called upon, to examine or have examined such dog, and to ascertain whether or not such dog is affected with rabies. Dogs captured under Section 3 shall not be killed, but shall be kept in confinement until the Health Officer or his deputies shall find that further observation of the animal is not necessary for the determination of the presence of rabies, or absence of rabies.

Section 5. UNLAWFUL FOR OWNERS TO FAIL TO NOTIFY HEALTH OFFICER REGARDING RABID DOG. Whenever the owner or person having the custody or possession of the animal shall observe

or learn that such animal has shown symptoms of rabies, or has acted in a manner which would lead a reasonable man to suspicion that it might have rabies, it shall be unlawful for such owner or person having the custody or possession of such animal to fail, refuse or neglect to immediately notify the Health Officer or his deputies, or to fail, refuse or neglect to allow the Health Officer or his deputies to make an inspection or examination of such animal until it shall be established to the satisfaction of said official that such animal has or has not rabies.

Section 6. DOGS TO BE QUARANTINED FOR THREE WEEKS. Whenever it is shown that any dog has bitten any person, it shall be unlawful for the owner or person having the custody or possession thereof, upon order of the Health Officer to fail, refuse or neglect to quarantine such dog and keep it tied up or confined for a period of three (3) weeks or to fail, refuse or neglect to allow the Health Officer or his deputies to make an inspection or examination thereof at any time during said period.

Section 7. RABID ANIMAL TO BE KILLED. If it shall be established to the satisfaction of the Health Officer or his Deputies that any dog or other animal has rabies, the Health Officer shall cause such dog or other animal to be humanely killed forthwith.

Section 8. ANIMAL BITTEN BY RABID ANIMAL TO BE KILLED OR QUARANTINED. Whenever any animal shall be bitten by another animal having rabies, it shall be unlawful for the owner or person having the custody or possession of the animal so bitten, upon being informed thereof, to fail, refuse or neglect to either kill such animal or quarantine it, and keep it confined or tied up for a period of six (6) months, and the Health Officer or his deputies shall have power, in his discretion, to kill or quarantine the animal so bitten in case the owner or person having custody or possession thereof shall fail to do so immediately, or in case the owner or person having the custody or possession thereof is not readily accessible.

Section 9. UNLAWFUL TO MOVE DOG AFTER PRESENCE OF RABIES IN PASADENA. For the period during and for six (6) months after the presence of rabies in the City, it shall be unlawful for any person to take any dog or permit any dog to go from the City of Pasadena to any City or County in which rabies does not exist, or has not been known to exist within six (6) months.

Section 10. UNLAWFUL TO BRING DOG INTO PASADENA FROM RABIES AREA. It shall be unlawful for any person to bring any dog into the City from any place in which rabies shall be present or shall have been known to be present within six (6) months, without permission of the Health Officer.

Section 11. PRESENCE OF EPIDEMIC OF RABIES TO BE DETERMINED BY BOARD OF DIRECTORS. It shall be the duty of the Health Officer when rabies exist in or near the City to bring the matter before the Board to Directors which may declare that rabies exist in or near the City to such an extent as to constitute an emergency. The finding of the Board of Directors in the matter shall be final and conclusive. Notice of the finding of the Board of Directors as to the existence of rabies and as to the termination of the existence thereof in and near the City shall be given by one publication in the official newspaper of the City. In the event that the Board of Directors shall declare that rabies exist in or near the City to such an extent as to constitute an emergency, it shall be competent for the Board of Directors to order that all dogs within the City be muzzled for such period of time as the Board of Directors may direct. It shall be unlawful for any person owning, harboring or possessing any dog to fail or refuse to muzzle such dog in compliance with such order.

PART V

TITLE 1—SANITATION—WATER SUPPLY

Section 1. POLLUTION OF WATER. It is hereby declared to be a nuisance, and it shall be unlawful for any person in this City to corrupt, pollute, or render unwholesome or impure the water of any drinking foun-

tain, hydrant or any source or place of storage of the water supply of said City, or of any of its inhabitants.

Section 2. **PERMIT TO USE WELL.** It shall be unlawful for any person to maintain or use any well for the purpose of drawing therefrom water intended for drinking purposes or to use any well after notice from the Health Department to close or fill it, without first obtaining from the Health Department a permit so to do.

Section 3. **POLLUTED WELLS.** Whenever it shall appear to the satisfaction of the Health Officer that any well, the water of which is used for domestic purposes, has become polluted, or in anywise rendered unsafe for domestic or drinking purposes, or has become otherwise prejudicial to health or dangerous to life, said Health Department shall give to the owner of such well, written notice to close and to fill it within a time to be specified in such notice. If such notice is not complied with, the Health Department shall cause such well to be closed and filled up at the cost and expense of the owner thereof, and said owner shall keep posted thereon a warning sign to be furnished by the Health Department reading "UNSAFE WATER."

Section 4. **WARNING SIGNS OF POLLUTED WATER TO BE POSTED.** Every person maintaining a water supply other than for domestic purposes, which is contaminated or subject to contamination and shall be found to be unsafe by the Health Officer or his deputies, shall post on every hydrant, faucet or fountain a warning sign with the following words thereon, the letters of which shall be not less than three (3) inches high, "UNSAFE WATER."

Section 5. **DRINKING FOUNTAINS.** It shall be unlawful to maintain any drinking fountain in this City which is insanitary.

Section 6. **UNLAWFUL TO TRESPASS UPON PUBLIC WATER SUPPLY WORKS.** (a) It shall be unlawful for any person to enter upon or in the waters or area as hereinafter defined of any reservoir used or useable by the City of Pasadena in connection with its domestic water supply system for any purpose without first having secured permission in writing so to do from the Chief Engineer and General Manager of the Pasadena Water Department, or his authorized representative. Such permission shall be granted only when, in the opinion of the said officer, the proposed entry upon or in such waters or area is necessary or convenient for the proper administration of the water system of the City and the protection and conservation of the City's water supply.

(b) It shall be unlawful to fish, hunt, camp, boat, bathe, wade, or plant or place fish or any animal or vegetable seed or growth or otherwise by any means or to any extent to trespass upon or in the waters or area of any reservoir used or useable in connection with the City's domestic water supply system; provided, however, that the accredited representatives of federal, state or county agencies of government may place fish, or may take fish from any such reservoir by means of nets or traps, at such times and places and subject to such conditions to safeguard the water supply as shall be designated by the Chief Engineer and General Manager of the Pasadena Water Department or his authorized representative.

(c) It shall be unlawful for any person to cause or permit any animal to enter upon or in the waters or area of any reservoir hereinabove referred to, without the prior written permission of the Chief Engineer and General Manager of the Pasadena Water Department so to do, and then only for such purpose as shall serve to promote or protect the domestic water supply system of the City.

(d) Authority is hereby given to the Chief Engineer and General Manager of the Water Department to cause to be erected and maintained at or near all unenclosed or unroofed reservoirs or reservoir areas owned or operated by the City, appropriate signs, warning persons that fishing, hunting, boating, bathing, wading or trespassing is prohibited. Such signs may be erected and maintained at intervals not greater than one-third of one mile upon or along the exterior boundaries of such reservoirs, or within such areas. The erection or maintenance of such signs shall not

be a condition precedent to prosecution for any offense denounced by this section.

(e) The words "area" and "areas" as used in this section shall be deemed to include all territory, whether or not submerged or submergible, which is within the limits of lands owned or controlled by the City of Pasadena for the purpose of devoting the same to use as reservoirs and reservoir margins or banks, or within the limits of any land upon which the City of Pasadena shall have been given permission to erect signs of the character described in this section.

Section 7. UNLAWFUL TO POLLUTE PUBLIC OR DOMESTIC WATER SUPPLY. It shall be unlawful for any person to make, dig, build, construct, repair or maintain any privy, vault, latrine, septic tank, cesspool, or water closet, which after receiving notice from the Health Department or Water Department of said City that any of the contents of such privy, vault, latrine, septic tank, cesspool or water closet may tend to injuriously permeate or percolate to or flow into any well, or reservoir in said City, or to or into any surface or subterranean spring, stream or vein of water, from which is being pumped or drawn any public domestic water supply or any water supply used for domestic purposes in said City, provided that in no case shall any such privy, vault, latrine, septic tank, cesspool or water closet be made, dug, built, constructed, repaired or maintained within a distance less than one hundred (100) feet of any such well, or reservoir, or of any such surface or subterranean spring, stream or vein of water known to such person, or except as otherwise provided by law.

Section 8. PERMIT REQUIRED FOR PLACES FOR DISPOSAL OF HUMAN EXCREMENT. It shall be unlawful for any person to make, dig, build, construct, repair or maintain any privy, vault, latrine, septic tank, cesspool or water closet within the radius of five hundred (500) feet of any well or reservoir existing at the time such privy, vault, latrine, septic tank, cesspool or water closet is made, dug, built or constructed, or within five hundred (500) feet of any surface or subterranean spring, stream or vein of water, after receiving notice from the Health Department or Water Department of said City, that from such surface or subterranean spring, stream or vein of water there is being pumped or drawn any public domestic water supply or any water supply used for domestic purposes in said City, without first obtaining a permit from the Health Officer to construct, repair or maintain the same.

Section 9. INSPECTION BY HEALTH OFFICER. Upon application to the Health Officer by any person for any permit required by Section 8 hereof it shall be the duty of said Health Officer to inspect the proposed location; and if such location is within one hundred (100) feet of any well, or reservoir, or any surface or subterranean spring, stream, vein or body of water, from which a supply of domestic water for public use is being drawn, no permit shall be issued therefor. If the said location, by reason of the formation, location or nature of the surrounding lands or strata, is, in the opinion of said Health Officer, such as to tend to endanger or pollute such water supply, no such permit shall be issued; but such permit may be issued if, upon inspection, said Health Officer is of the opinion that the location of such privy, vault, latrine, septic tank, cesspool or water closet at any point not less than one hundred (100) feet distant from any such well or reservoir, or of any surface or subterranean spring, stream, vein or body of water will not endanger or pollute such water supply.

TITLE 2—VACANT LOTS

Section 1. WEEDS AND RUBBISH ON VACANT LOTS. It shall be unlawful for any person owning or having charge or control of any land, lot or premises, or as owner, lessee or tenant or otherwise, to allow any weeds, vegetation or rubbish or other material to exist or grow upon such land, lot or premises, if such weeds, vegetation, rubbish or other material constitute a menace to life or health or to the safety of property, or are likely to start or spread fires thereon or to adjoining property.

Section 2. LIENS AGAINST PROPERTY. This Code shall not be

deemed to deprive the City of the power to remove weeds, rubbish and other material from property in this City, and create valid liens therefor pursuant to the provisions of Ordinance No. 1132 and amendments thereof, or substitutes therefor.

PART VI

TITLE 1—SANITATION OF FOOD AND FOOD ESTABLISHMENTS

Section 1. **DEFINITIONS.** (1) The term "Food stuffs," as used in this code, is hereby defined to mean flour, flour products, meat and animal products, produce, groceries, cereals, grain and the products of cereals and grain, poultry, and its products, game, birds, fish, vegetables, fruits, milk or dairy products, ice cream, liquid refreshments of any character, or any combination of any one or more of the foregoing.

(2) The term "Food handler" shall mean and include any person who engages or serves in any work, occupation, or employment which requires or occasions the handling of any food or drink for human consumption or the handling of any dishes or other articles used in the preparation or service of such food or drink.

(3) The term "Food Establishment" shall mean and include any building, room, basement, cellar, structure, stand, establishment, or other place where any food, food stuffs or food products, liquids or material intended for food or drink for human consumption is prepared, handled, served, sold or offered for sale; provided, however, the term "food establishment" shall not be deemed to include a boarding-house accommodating less than four boarders at any one time.

Section 2. **PERMIT REQUIRED FOR CONDUCTING FOOD ESTABLISHMENTS.** (a) Any person who is engaged in or intends to engage in the business of conducting a food establishment shall file with the Health Officer the correct name and address of all persons interested in such establishment, either as owner, proprietor or manager, together with a request for a permit therefor. If, upon investigation, the proposed location be found to be suitable for such purpose and in proper sanitary condition according to the ordinances of the City and the rules and regulations of the United States and the State of California with reference to plumbing, water supply, ventilation and cleanliness, the Health Officer shall issue to such applicant a permit for such establishment. It shall be unlawful for any person to open, maintain, engage in the business of or conduct any food establishment without applying for and obtaining such permit from the Health Officer of said City and a license from the Tax and License Collector thereof; provided that the requirements of this Code respecting food establishments shall not be construed to apply to establishments which serve, sell or offer for sale only food, food stuffs, or food products, which, at all times that said food, food stuffs or food products remain in any food establishment and until delivered to the consumer or purchaser, are contained in the original containers, are hermetically sealed, or are wrapped so that human beings or animals cannot and do not come into actual contact therewith.

(b) The Tax and License Collector is hereby authorized to refund to any person exempted from the further payment of a license hereunder by the provisions of the preceding subsection, who has paid a license fee to the 31st day of April, 1929, under the provisions of Ordinance 2661 hereby repealed, that portion of the license fee paid by such person, required by said Ordinance to be paid for the period immediately succeeding the taking effect of this Code to and including the 31st day of April, 1929.

Section 3. **LICENSE FEE.** (a) No license required by Section 2 of this ordinance shall be issued or become effective except upon the payment to the Tax and License Collector of a license fee payable on or before the first day of May of each year for a period of one (1) year as follows:

(b) Twelve Dollars (\$12.00) if such license be issued during the first three (3) months succeeding the said first day of May; Nine Dollars (\$9.00) if such license be issued during the second three (3) months succeeding the said first day of May; Six Dollars (\$6.00) if such license be issued during the third three (3) months succeeding the said first day

of May; and Three Dollars (\$3.00) if such license be issued during the fourth three (3) months succeeding the said first day of May.

(c) Such licenses shall be transferable only upon the written consent of the Health Officer, and upon the payment to the Tax and License Collector of a fee of One Dollar (\$1.00) for each transfer. No transfer shall confer any authority or privilege upon any person other than to whom such license shall have been issued or regularly transferred and no transfer of any such license shall be made without the written approval thereto of the transferor or transferors and the transferee or transferees endorsed on said license certificate.

(d) The 10% penalty provided by section 6½ of Ordinance No. 1947 or any amendments or substitutes therefor, upon delinquent payment of license fees shall apply and be payable upon the delinquent payment of the license fees herein provided, in the same manner as is provided in said section 6½ of Ordinance No. 1947.

Section 4. PERMIT REVOCABLE. Failure of any person to comply with any state law or provision of this Code relative to food establishments, or rule or regulation of the Health Department is deemed sufficient cause for revocation by the Health Officer, of any permit to operate a food establishment, and it shall be the duty of the Health Officer to revoke any such permit for any violation hereof.

Section 5. INSPECTION OF FOOD ESTABLISHMENTS. It shall be unlawful for the owner of any food establishment to refuse admission into such establishment to the Health Officer or his Deputies, in the lawful performance of their duties.

Section 6. GENERAL SANITATION. (1) Every food establishment shall be maintained in a clean and sanitary condition at all times.

(2) It shall be unlawful for any person to engage in the business or conduct of any food establishment in the City of Pasadena, unless said food establishment shall have convenient toilet rooms and lavatories and wash rooms separate and apart from the room or rooms or other place, but as a part of the building, structure, stand, establishment or other place, or located upon the same lot or premises where such food establishment is maintained or conducted, and unless the floors of all said toilet rooms shall be of cement, tile laid in cement, brick, or other non-absorbent material and washed and scoured daily. The doors of such toilet rooms shall be tight fitting and automatically closing. The windows or other openings of such toilet rooms shall be properly screened, and such toilet rooms and lavatories shall be properly ventilated as prescribed by the Plumbing Code of the City of Pasadena.

(3) Lavatories and wash rooms shall be adjacent to toilet rooms and shall be supplied with soap, running water and towels and shall be maintained in a clean and sanitary condition.

(4) All persons who handle any food or food products, liquids or drink for human consumption, or the material from which food is prepared, before beginning work and immediately after visiting a toilet or lavatory and resuming work, shall wash their hands and arms thoroughly in clean water.

(5) It shall be unlawful for any person to sell, offer for sale or expose in any place where the public is admitted, within five (5) feet of any public street, alley or place, any fruit or vegetables, unless the same shall be and at all times remain not less than two (2) feet above the floor or ground or in closed showcases.

(6) It shall be unlawful for any person to sell or offer for sale, or cause or permit to be sold, or offered for sale within the City any strawberries or blackberries in boxes containing less than one (1) full pint of such berries, dry measure, or unless said berries contained in any such box weigh not less than twelve (12) ounces avoirdupois; nor any raspberries or loganberries in any box unless said berries in any such box shall weigh not less than eight (8) ounces avoirdupois.

(7) It shall be unlawful for any person, either as owner, agent or employe, to sell, expose for sale, or to keep or maintain for sale, or to give away, any fruits or vegetables infected with scale or other insects, or their larvae or pupae, injurious to fruits, trees, plants, vegetables or vines.

(8) All food establishments which are kept, maintained or operated in violation of any of the provisions of this Code are hereby declared to be a public nuisance and dangerous to public health. Such nuisances may be abated or enjoined in an action brought for that purposes by the Health Officer of said City, or in the manner provided by ordinances of the City of Pasadena for the abatement of public nuisances.

Section 7. CLEANSING AND DISINFECTING OF EATING AND DRINKING UTENSILS. The use or the exposure for use of any glass, cup, spoon, fork, or other utensil used for the public sale or dispensing of liquids, beverages, drinks, food or other refreshments after having been once so used, is hereby declared to be dangerous to public health, and unlawful unless the said articles or utensils shall have been previously sterilized in a manner not detrimental to the public health. It shall be lawful, however, in lieu of sterilization of such utensils to use any type of sanitary utensils which shall be destroyed after one use thereof.

Section 8. FRAUDS. It shall be unlawful for any person to sell or offer for sale any food stuffs which shall bear any sign, picture, device or statement which is misleading, or which constitutes misrepresentation or tends to deceive the purchaser.

TITLE 2—FOOD HANDLERS

Section 1. COMMUNICABLE DISEASES. It shall be unlawful for any person affected with any infectious disease in a communicable form or knowing himself affected with such disease, or without a health certificate as provided for in this Code, to engage in or serve in the business of a food handler in this City.

Section 2. UNLAWFUL TO EMPLOY. It shall be unlawful for any owner of any food establishment to employ or retain in his employ for the performance of such service any food handler who may be without such certificate, or who refuses to exhibit the same, or who is affected with a communicable disease.

Section 3. OWNER TO EXHIBIT CERTIFICATES. Every owner of a food establishment shall at all times keep such health certificate of every person employed as a food handler and shall exhibit such certificate or certificates to the Health Officer or his deputies upon demand.

Section 4. APPLICATION FOR HEALTH CERTIFICATES.
(a) Every person who may be engaged in or intends to engage in the business of a food handler shall file with the Health Officer of the City an application for a certificate of health. Such application shall be made at or before the expiration of any certificate of health heretofore issued and now outstanding, or before any person shall engage in the business of food handler. Such application may be accompanied by a statement over the signature of a physician duly authorized to practice medicine in the State of California showing the result of the complete physical examination of such person. If any test shall have been made in any bacteriological laboratory a statement showing the result thereof signed by the bacteriologist who conducted such test also shall be presented. Any such person in filing his application for a certificate of health may request that the physical examination be made by the Health Officer of the City, whereupon it shall be the duty of the Health Officer to make the necessary physical examination without charge. If the Health Officer shall determine from an examination of statements accompanying such application, or from his own examination, or from such other evidence as he may require, that the applicant is free from infectious and communicable diseases, he shall issue a certificate of health.

(b) No such certificate shall have any validity, force or effect after the expiration of one (1) year from the date of its issuance. Any person who may be engaged in the business of a food handler shall exhibit his health certificate whenever requested to do so by the Health Officer, his deputy, or by the employer of such person. It shall be unlawful for any person to obtain such examination from the Health Officer without being engaged or intending to engage in the business of a food handler. It shall be unlawful for any person to make any false statement or representation

for the purpose of obtaining such examination or for the purpose of obtaining any such certificate. It shall be unlawful for any person who may have obtained such certificate to give or loan the same or to allow anyone else to use the same, and it shall be unlawful for any person to use or exhibit as his own any certificate which may have been issued to some other person, or to state or represent that he has obtained or has such certificate when such is not the fact. Nothing herein contained shall be deemed to vary the provisions of subdivisions (a) and (b) of Section 8 of Title 6 of Part VI of this ordinance.

(c) Any person who may be engaged in the work covered by this section shall, whenever required by the Health Officer of this City or any of his deputies, submit to a further examination for the purpose of determining whether or not such person has contracted any infectious or communicable disease since the previous examination, or whether or not such person has such disease, and it shall be unlawful for any person to continue in the business of a food handler unless a further examination be taken and such person found to be free from such disease. If such person be found to be affected with such disease it shall be unlawful for such person to keep or have any certificate previously issued, and such person shall surrender and turn over such certificate to the Health Officer of the City or his deputies for cancellation and it shall be unlawful for any such person to refuse or neglect to do so.

TITLE 3—BREAD

Section 1. **QUALITIES REQUIRED.** All bread made or procured for the purpose of sale, sold, offered or exposed for sale in this City shall be made in a clean and sanitary place, of good and wholesome flour and meal, and shall contain no deleterious substance or material.

Section 2. **WRAPPING OF BREAD AND TRANSPORTATION.** (a) Except as provided in the next succeeding paragraph every loaf of bread made or procured for the purpose of sale, sold, offered or exposed for sale in the City shall before leaving the bakery where baked, be completely wrapped, leaving no surface exposed and there shall be stamped or printed upon the outside wrapper in a conspicuous place and in legible type the name of the maker, baker or manufacturer of the loaf. No advertising material or other matter shall be inserted between the wrapper and the loaf. (b) Every person who is engaged in the manufacture and sale of bakery products selling directly to the consumer may display bread for sale in glass enclosed windows and show cases unwrapped, provided, however, that upon making any sale thereof such bread shall be completely wrapped when delivered to the purchaser, and provided further that each and every person selling such bread shall comply with all of the requirements of this Code relative to the handling of food products. Every such maker, baker or manufacturer shall at all times when transporting such bread keep the same in clean covered containers.

Section 3. **SCALES AND WEIGHTS.** Every maker, baker or manufacturer of bread, every proprietor of a bakery or bakeshop, and every seller of bread in the City shall keep scales and weights suitable for the weighing of bread, in a conspicuous place in his bakery, bakeshop or store, and shall, whenever requested by the buyer, and in the buyer's presence, weigh the loaf or loaves of bread sold or offered for sale.

Section 4. **WHEN NOT APPLICABLE.** The provision of this Code relating to bread, other than the provisions of Section 1 hereof, shall not apply to crackers, pretzels, biscuits, buns, scones, rolls or loaves of fancy bread weighing less than one-half ($\frac{1}{2}$) of a pound avoirdupois.

Section 5. **UNLAWFUL TO SELL.** It shall be unlawful for any person to make or procure for the purpose of sale, sell, offer or expose for sale within this City, any bread which is not made of good and wholesome flour or meal or any bread which contains a deleterious substance or material, or any bread which is not made in a clean and sanitary place, or to make or procure for the purpose of sale, sell, offer or expose for sale within this City any bread, the loaf or loaves of which do not have affixed thereon a label marked as provided in Section (2) hereof.

Section 6. CERTIFICATE OF INSPECTION REQUIRED. It shall be unlawful for any person to sell, offer or expose for sale within this City any bread or other bakery products without first having procured a certificate of inspection issued by the Health Officer or the Chief Inspector or after a certificate issued to such person has been revoked. Such certificate shall be good for one year from the date it is issued unless sooner revoked. Before issuing such certificate and at such other times as he may deem necessary for the proper safeguarding of the health of the residents of this City, the Health Officer or Chief Inspector shall inspect all bakeries, the products of which are sold, offered or exposed for sale in this City, and if such Health Officer or Chief Inspector finds that any provision of this Code or any health regulation of this City is being violated or that such bakery, or the method or manner of handling bread or other bakery products therein is insanitary he may refuse to issue a certificate of inspection theretofore issued. No certificate of inspection shall be issued unless the applicant shall have paid to the City Tax and License Collector the fee required of food establishments under Title 1 of Part VI of this Code.

TITLE 4—MEAT

Section 1. DEFINITIONS. (1) The term "Meat" shall mean and include the flesh of any animal, fish or fowl that is intended to be used for food for human consumption.

(2) The term "Meat dealer" shall mean and include any person furnishing, supplying, selling, or exposing, offering or keeping for sale, any fresh meat, fish, game, or poultry or any product, compound or mixture thereof, or manufacturing any product composed in whole or in part of meat, fish, game, or poultry, to be used for human consumption.

(3) The term "Meat Market" shall mean and include any place where fresh meat, fish, game, poultry or any product thereof is sold, stored, held, kept, exposed or offered for sale for human consumption.

(4) The term "Stored" shall mean and include, held, kept, exposed, offered, or prepared for sale for food for human consumption.

Section 2. PERMIT REQUIRED. It shall be unlawful for any person to handle, sell, store, or deliver, any fresh or uncured meat, fish, or edible product of meat or fish or to operate or conduct any meat market, poultry market or fish market or engage in the manufacturing or preparation of any meat food product or fish food product without first applying for and receiving the permit from the Health Department required of all food establishments. Said permit to be issued for the calendar year, at the expiration of which it must be renewed. Said permit may be suspended or revoked by the Health Department at any time for violation of any of the provisions of this Code.

Section 3. INSPECTION OF MEAT. It shall be unlawful for any person to sell, have, keep or expose for sale for human food, or to have in possession the flesh of any cattle, calves, sheep, swine, or goats, unless the same shall have been slaughtered in an official establishment under the inspection of a United States Government Inspector in accordance with the requirements relating to the inspection of meat, as prescribed by the Department of Agriculture of the United States, or under inspection recognized and accepted by the Department of Agriculture of the United States, or unless the same shall have been slaughtered in an official establishment under the supervision of the State Veterinarian of the State of California in accordance with the laws of the State of California regulating the inspection of animals for human food, or under the supervision of the Health Officer or of the Meat Inspector of the City of Los Angeles, in accordance with the provisions of the ordinances of said City of Los Angeles.

Section 4. INSPECTED MEAT TO BE STAMPED. It shall be unlawful for any person to sell, have, keep or expose for sale, or have in possession the flesh of any cattle, calves, sheep, swine, or goats, unless there shall have been placed on each primal part thereof by and under the supervision of the Inspector of the United States or of the State of California or of the City of Los Angeles, a mark, stamp, or brand showing that the

same has been inspected and passed for food purposes by the United States, the State of California or the City of Los Angeles.

Section 5. SAMPLES MAY BE TAKEN. Any person selling or exposing, offering or keeping for sale any meat, or furnishing or supplying any meat to be used for human food, shall permit samples thereof to be taken by the Health Officer or his deputies; and it shall be unlawful for any such person to prevent, resist or oppose or to attempt to prevent, resist or oppose the taking of samples as aforesaid by the Health Officer or his deputies as aforesaid or to disobey any lawful order given by the Health Officer.

Section 6. UNLAWFUL TO OFFER FOR SALE ANY DISEASED ANIMALS. It shall be unlawful for any person to hold, offer, keep, or expose for sale, or to cause or permit to be held, offered, kept or exposed for sale, any meat, or food manufactured therefrom, that is immature, innutritious, emaciated, impure, tainted, decayed, putrid, unwholesome or infected with any disease, or corrupted from any cause whatsoever, or any meat from any cattle, swine, calf, goat, fowl, bird or poultry that was unsound, sick, diseased, immature or not in good condition at the time the same was slaughtered.

Section 7. CALVES. It shall be unlawful for any person to sell, hold, keep, offer or expose for sale, or to cause or permit to be sold, held, kept, offered or exposed for sale, the meat or flesh of any calf that is less than four weeks old at the time it is slaughtered, or that weighs less than sixty-five pounds after the removal of the viscera, feet and head.

Section 8. CONTAINERS. It shall be unlawful for any person to use any delivery boxes, or other containers for the delivery of meats, fish or poultry, unless such boxes and containers shall at all times be kept in good repair, clean and sanitary and shall bear the name and street number of the establishment to which they belong in plain lettering at least two (2) inches high on both sides of said boxes or containers.

Section 9. SANITATION OF MEAT MARKET. Every meat market in which meat for human consumption is preserved, cured, canned, or otherwise prepared for food for human consumption, shall be so constructed and maintained as to prevent any flies or other insects or any vermin or rodents from entering therein. Every such meat market shall be kept at all times clean and in a sanitary condition. The ice box or cooling room wherein fresh meat is stored shall be kept clean, and no decomposed or decaying matter shall be allowed to remain therein. All hooks, receptacles, containers and implements used for holding or preparing fresh meat for food for human consumption, shall be kept clean and in a sanitary condition. Every place wherein fresh meat is stored shall be provided with counters and tables, the top of each of which shall be of such material and shall be so constructed as to render the same non-absorbent. Every block or table upon which meat is placed for cutting or preparing for food for human consumption shall be kept clean and smooth and shall contain no cracks or crevices.

Section 10. WASHING OF MEAT. It shall be unlawful for any person to wash or to cause or permit to be washed, any meat, or any product thereof, in any sink, washstand or basin that is used for general lavatory purposes.

Section 11. TRANSPORTATION OF MEAT. It shall be unlawful for any person to carry, transport, or convey, or to cause or to permit to be carried, transported or conveyed any meat, intended for food for human consumption in the City in, upon or along any street, alley, thoroughfare or open space unless the same is thoroughly enclosed, covered and protected from dust, dirt, flies and other insects.

Section 12. PEDDLING OF MEAT. It shall be unlawful to operate any peddling wagon or vehicle wherein or whereon any uncured or uncooked meat is prepared, weighed, or sold to the consumer on or along any street or public thoroughfare in the City, or to sell or deliver any such articles of food to any person, except from a regular fixed place of business as indicated by the address stated in the permit.

Section 13. **UNLAWFUL TO PERMIT DOGS IN MEAT ROOM.** It shall be unlawful for any person to permit any dog to remain in any room in which meat is stored, or to permit any dog to ride upon any wagon or vehicle in which any such article is being transported.

Section 14. **UNLAWFUL TO SELL CONTAMINATED MEAT.** It shall be unlawful for any person to sell or to offer or expose for sale, or to cause or permit to be sold, or offered or exposed for sale, for food for human consumption, any meat which has come in contact with the ground or with any floor or pavement.

Section 15. **UNLAWFUL TO KEEP HIDES IN ICE BOX.** It shall be unlawful for any person to keep, or cause or permit to be kept, or to permit to remain, any meat, not intended for human consumption, or any hide, skin or pelt of any animals, after the same has been removed from the carcass thereof, within any ice box or cooling room in which meat is stored.

Section 16. **HAMBURGER.** It shall be unlawful to sell or offer for sale any product under the name of hamburger, which shall contain any viscera other than the heart, or any cereal or vegetable or vegetable products.

TITLE 5—POULTRY

Section 1. **PERMIT REQUIRED.** No person shall engage in the business of keeping or killing chickens, geese, turkeys, ducks, poultry, or other fowls to be sold as food without having obtained from the Health Department the permit required of all food establishments.

Section 2. **REGULATIONS GOVERNING CARE AND PREPARATION OF POULTRY.** (a) All live poultry intended for sale as food shall be removed from the shipping crates as soon as received and placed in containers so constructed that they may be maintained in a sanitary condition, with suitable arrangements for water and feeding.

(b) All containers for live poultry shall have metallic floors which can be readily removed and cleaned.

(c) The keeping of live poultry in stores or rooms where other food stuffs or meats are stored or exposed for sale, or the use of cellars for such purpose, or rooms below the street floor, is prohibited.

(d) Separate rooms are to be provided for this purpose and maintained in a sanitary condition at all times with proper ventilation.

(e) The killing, dressing, and preparation of poultry shall be done in a room set apart for that purpose, properly equipped, ventilated and maintained in a sanitary condition subject to the approval of the Health Department.

Section 3. **SCALDED CHICKENS.** It shall be unlawful to sell or offer for sale any scalded or dressed chickens in this City except such chickens which have been scalded and dressed in an establishment operating under a permit of the Health Department, or under inspection acceptable to the Health Officer or Chief Inspector.

TITLE 6—MILK

Section 1 (a) **DEFINITION OF MILK.** For the purpose of this Code the term "milk" shall be construed to mean—the whole, fresh, clean, lacteal secretion obtained by the complete milking of one or more healthy cows, properly fed and kept, excluding that obtained within fifteen (15) days before or five (5) days after calving, or such longer period as may be necessary to render the milk free from colostrum.

(b) **DEFINITION OF CREAM.** For the purpose of this Code the term "cream" shall be construed to mean—that portion of milk rich in milk fat which rises to the surface when standing or which is removed by centrifugal force by mechanical means.

Section 1A. **GOAT'S MILK.** (a) For the purpose of this Code the term "goat's milk" shall be construed to mean the whole, unadulterated, fresh, clean lacteal secretion, free from colostrum, obtained by the complete milking of one or more healthy goats, properly fed and kept.

(b) Wherever in this Title the word "milk" is used, it shall be construed to mean and include "goat's milk." Wherever in this Title the words

"cow" or "cows" or the phrases "cow or cattle," "cows or cattle," or "cow or other cattle" are used, the said words and phrases shall be construed to mean and include "goat" or "goats."

Section 2. DEFINITION OF DAIRY PRODUCTS. For the purpose of this Code dairy products shall be construed to mean cream, butter, buttermilk, cultured milk, cultured buttermilk, cultured skim milk, ice cream mix, ice cream, iced milk, water ice and cottage cheese to comply with the requirements of the Dairy and Pure Milk laws of the State of California.

Section 3. PERMIT TO SELL MILK OR DAIRY PRODUCTS. (a) It shall be unlawful for any person or persons by themselves or their agents or employees to sell, offer for sale, expose, exchange, present or deliver to any creamery, milk plant, dairy, or other buyer, consumer or user of milk or dairy products, or to knowingly purchase or receive any milk or dairy products, who shall not have first obtained a permit from the Health Department. Said permit shall set forth the residence or principal address of business of applicant, the location or source of supply to be used by applicant in procuring milk or dairy products.

(b) All wagons and vehicles used in transporting any milk or dairy products shall have the name of the owner, or the name of the dairy, or the name of the agent handling milk or dairy products, with the permit number, the number of each wagon, and the words "milk or dairy products," in letters at least three (3) inches high.

Section 4. APPLICATION FOR PERMIT. Any person desiring to obtain a permit to sell, deliver or dispose of milk or dairy products in this City shall make written application for same and shall pay the fee for such permit as hereinafter provided to the Tax and License Collector of the City, and thereafter file with the Health Department a copy of such application for such permit verified by some officer or agent thereof. If such application is unfavorably acted upon by the said Health Department the applicant thereof shall be entitled to a refund of the fee paid for such permit. No person shall engage in the sale, delivery or disposal of milk or dairy products until a permit has been issued to said person by the said Health Department. All permits issued hereunder shall expire on the 30th day of June of each calendar year.

Section 5. PERMIT FEE. (a) The permit fee for the sale, delivery or disposal of milk and dairy products other than ice cream mix and ice cream in this City shall be Ten Dollars (\$10.00) per year for each and every vehicle used by applicant or permit holder for selling, delivering or disposing of milk or dairy products other than ice cream mix and ice cream to merchants for resale in this City. Said fee shall be payable on the first day of July of each year, to cover a period of one (1) year: provided that the permit fee for the remainder of the year shall be Seven Dollars and Fifty Cents (\$7.50) if such permit shall be issued during the second three (3) months following the said first day of July; Five Dollars (\$5.00) if issued during the third three (3) months following the said first day of July, and Two Dollars and Fifty Cents (\$2.50) if issued during the fourth three (3) months following the said first day of July.

(b) The permit fee for selling ice cream mix and ice cream to merchants for resale shall be governed by the provisions of Ordinance No. 1947 and all amendments thereto hereafter adopted or substitutes therefor.

(c) The fee for every foot peddler of ice cream mix or ice cream shall be governed by the provisions of Ordinance No. 1947 and all amendments thereto, hereafter adopted, or substitutes therefor.

(d) All permits or licenses in effect at the time this Code becomes effective shall be valid until the expiration thereof.

Section 6. EXAMINATION OF DAIRIES AND SOURCE OF DAIRY PRODUCTS. The Health Officer or Chief Inspector shall upon receiving application for permit, examine the place or places where cows or cattle are kept and herded, and where milk therefrom is stored and handled. If applicant complies with all requirements and cows and cattle are tuberculin tested, as provided in Section 9 of this title, the Health

Officer and the Chief Inspector will countersign application for permit. If the application is for a permit to sell dairy products, the Health Officer or Chief Inspector shall examine the source of supply, the manufacturing plants, and if same are under the supervision of the State Department of Agriculture, and comply with all the requirements of the State Pure Milk Law, such application shall be countersigned by the Health Officer and the Chief Inspector and permit issued.

Section 7. INSPECTION UNDER SUPERVISION OF HEALTH OFFICER. (a) Inspection of dairies and other sources from which milk and dairy products are supplied to said City shall be under the supervision of the Health Officer and under him the Chief Inspector of said City. The Health Officer and the Chief Inspector, or their deputies, may at any time inspect and examine said cows or cattle and places where they are kept and the places where such milk is stored or handled. Those owning or having the use or control of cows and cattle, and all employees thereof, shall render all reasonable assistance to the said officers in the making of any inspection, test or examination, and it shall be unlawful for any person to sell milk in said City after having failed or refused to permit such examination or inspection, or to render such assistance. Such officers shall be furnished with samples of milk or dairy products in proper quantities on demand.

(b) The Health Officer shall have the authority to accept the dairy inspection and laboratory reports of responsible health officials of governmental agencies other than the City of Pasadena in lieu of personal inspection of all dairies at frequent intervals by officers of the Pasadena Health Department; provided, however, that it shall be the duty of the Health Officer to make all inspections either personally or by his deputy which the purity and safety of the City's milk and dairy supply requires, and if proper inspection in any case is not assured by the acceptance of reports of dairy inspection or laboratory reports, actual inspection shall be made in lieu thereof.

Section 8. CERTIFICATE OF HEALTH REQUIRED OF RAW MILK HANDLERS. (a) All persons who come in contact with milk or dairy products which are to be sold to the consumer as raw milk or raw dairy products must exercise scrupulous cleanliness and must be free from any germs of typhoid fever, tuberculosis, diphtheria, or other communicable disease likely to be conveyed by such milk or dairy products. The absence of such germs in all such persons shall be determined by bacteriological and physical examinations, conducted at the time of employment, and every six (6) months thereafter, by the Health Officer of the City or his deputies or a physician duly licensed to practice medicine in the State of California or another state having reciprocity with the State of California and any bacteriological laboratory approved by the State Board of Health of the State of California.

(b) The Health Officer is empowered at all times to make a physical examination of any person engaged in the production, handling, storage or transportation of milk or dairy products, as he shall deem necessary to determine the presence of diseases capable of being spread by milk or dairy products.

Section 9. TUBERCULIN TESTING. (a) All milk and all cream which is sold, offered for sale, exposed for sale, exchanged, presented or delivered to any creamery, milk plant, dairy or other buyer, consumer or user of milk or cream in the City, shall be from non-reacting tuberculin tested cows; testing to be done by the State Veterinarian of the State of California under the provisions of Act 1937, Page 615, Deering's General Laws 1923 (Statutes of 1917, Page 803 and as per amendment Statutes 1919, Page 326), or any other statute of the State of California which may hereafter be enacted regulating tuberculin testing of milk cows, or said testing may be done by the City Veterinarian of the City of Pasadena at such time as the City Manager may deem necessary.

No milk or cream sold, offered for sale, exposed for sale, exchanged, presented or delivered to any creamery, milk plant, dairy or other buyer, consumer or user of milk or cream in the City shall be mixed with or pasteurized, treated, or otherwise processed or bottled in any plant, or by

the use of any machinery or equipment which shall also be used for the pasteurization, treatment, processing or bottling of milk from cows or herds untested as herein provided, or all or any part of which have been so tuberculin tested and found to be reacting.

No milk offered for sale or sold, exposed, exchanged, presented or delivered to any creamery, milk plant, dairy or other buyer, consumer or user of milk in the City shall be mixed with or pasteurized, treated, or otherwise processed or bottled in any plant, or by the use of any machinery or equipment which shall also be used for the pasteurization, treatment, processing or bottling of milk from cows or herds untested as herein provided, or all or any part of which have been so tuberculin tested and found to be reacting.

(b) In the event that the City Manager deems it necessary that the City Veterinarian of the City make said tuberculin tests, all cows or cattle shall be tagged for the purpose of identification in the conduct of the tuberculin test with a numbered tag to be furnished by the City, said tag to be securely attached to the ear of the animal.

(c) If any person owning or having control of any cow or cattle shall refuse to permit said cows or cattle to be examined, tested or tagged either by the State Veterinarian or by the City Veterinarian, such cows shall not be used in furnishing milk within the City and no permits therefor shall be issued.

(d) For the purpose of identification, in the conduct of the tuberculin test, all cows or cattle shall be tagged with a numbered tag to be furnished by the City of Pasadena, said tag to be securely attached to the ear of the animal.

(e) All cows or cattle that are found to be tubercular shall be branded with the letter "T" on the left jaw. The letter "T" used for the branding of reacting animals shall be three (3) inches in height from top to the bottom, and three (3) inches wide at the top, and the branding edge shall not be less than one quarter of an inch ($\frac{1}{4}$ " in width; such cows or cattle shall be at once removed from the premises of tested cows and cattle and not again herded or placed with them, or in proximity to any of them. If any such removed cattle are returned to or placed with, or in proximity to any cows of any owner, or prospective owner, used in furnishing milk within the City of Pasadena, such owner, or prospective owner, shall forfeit the right to furnish milk in the City for one year.

(f) If any person owning said cows or cattle shall refuse to permit said cows or cattle to be examined, tested, tagged or branded, as aforesaid, such cows shall not be used in furnishing milk, within the City and no permit therefor shall be issued.

Section 10. VETERINARY CERTIFICATE. A veterinary certificate shall be delivered to the Health Officer or Chief Inspector, which shall state the results of his test and shall show the tag numbers of all cows or cattle that are found free from disease, and the number thereof of sick and diseased cows or cattle found.

Section 11. INCREASING HERD. No additional cows or cattle over sixteen (16) months of age shall be thereafter kept with or in proximity to said cows or cattle described in the certificate or permit, until written application has been made to and permission obtained from the Health Department.

Section 12. DISEASED COWS PROHIBITED. No person shall bring into, keep or maintain in the City, any cow or other cattle which have or are afflicted with the disease known as tuberculosis or the disease known as actinomycosis, otherwise known as lumpy-jaw.

Section 13. MILK FROM UNTESTED COWS MAY NOT BE SOLD. No milk shall be furnished, delivered or received in or into the City from cows that have not been tested and examined as herein provided, or from cows kept with or in proximity to cows or other cattle over sixteen (16) months of age, which have not been in like manner tested, nor shall any milk be furnished, delivered or received in or into said City which has been mixed with any milk or dairy products by this Code prohibited to be sold therein. No person shall mix the milk or cream drawn at night with the milk or cream drawn in the morning.

Section 14. MILK PROCURED FROM PERMITTEE MAY BE SOLD. Any person may sell or distribute milk in said City which is procured wholly from a permittee or permittees hereunder, and which is the product of cows embraced within said permit, and which milk conforms to the provisions of this Code as to the cows and places from which it comes, its composition, origin, handling, delivery, and upon displaying in a conspicuous place where the milk is sold, the name or permit number of permittee from which the products come.

Section 15. REPORTING DISEASE AMONG CATTLE. It shall be the duty of the owner, operator or person in charge of any dairy, cow yard, stable or other places supplying the inhabitants of this City with milk or dairy products to immediately report to the Health Officer or Chief Inspector the presence of any sickness or disease among any cows owned by him or in his charge or care, and to segregate any sick or diseased cow upon order of the Health Officer, or the Chief Inspector, or his deputies, of said City.

Section 16. REMOVAL OF DISEASED CATTLE. The owner, operator or other person in charge of any dairy supplying milk or dairy products to the inhabitants of said City shall immediately notify the Chief Inspector of the removal of such dairy or the removal of any cow or cattle from such dairy, giving the place from which such dairy, cow or cattle are removed and the place to which removed.

Section 17. REMOVING BOTTLES FROM QUARANTINED HOUSES. No person shall remove from any dwelling wherein any person having any contagious disease, or from any building upon which the Health Department of said City has placed any placard for contagious disease until such placard has been removed by said Health Department, any bottle or receptacle which has been or is intended to be used for the purpose of receiving or storing milk or dairy products.

Section 18. QUARANTINE. In case any contagious or infectious disease develops in any member of the family of any person supplying milk or dairy products to the inhabitants of the City, or among the employees or any family of any employee, or any person supplying milk or dairy products thereto, such person so supplying milk or dairy products must immediately notify the Health Officer of said City, and no milk or dairy products shall be delivered or sold by such person until permission of the said Health Officer is first obtained. Any violation of this requirement works a forfeiture of any permit had by such person hereunder.

Section 19. MILK TO BE KEPT IN REFRIGERATOR BEFORE SELLING. (a) It shall be unlawful for any person keeping for sale any dairy product except ice cream, in any store, restaurant, bakery, market or other establishment, to fail, refuse or neglect to keep the same at all times before the sale thereof in a clean well drained refrigerator, capable of maintaining a temperature of not more than 60°F.

(b) Such refrigerator shall be kept tightly closed at all times except when articles are being placed into or taken out and shall be kept in such location and condition as shall be approved by the Health Officer, or Chief Inspector.

Section 20. PURITY OF MILK, SANITATION OF COWS, PREMISES AND RECEPTACLES. No person shall bring into, or receive or keep or cause to be brought into or received or kept in this City for sale or delivery, or sell, deliver or exchange, or offer to sell, deliver or exchange, or have in his possession for the purpose of sale, delivery or exchange in said City:

(1) Any milk taken from any sick or diseased cow, or any cow fed in whole or in part, or which is kept in any stable, corral or other place where is fed to any animal still slops, garbage, swill, refuse or any other food calculated to render the milk of such cow unfit or unwholesome for human food, or taken from any cow which is kept in any place where the water, ventilation, food or surroundings are unwholesome or unfit for the preservation of its health, and the proper condition and wholesomeness of its milk, or any cow kept in any place at or near which manure, filth or other impurities are allowed to accumulate.

(2) Or any milk which is taken from any cow within fifteen (15) days before or five (5) days after parturition.

(3) Or milk or dairy products to which water, preservative or any other foreign substance has been added.

(4) Or milk which contains more than 87 percent by weight of water or less than 8.7 percent by weight of solids not fat, or less than 3½ percent by weight of fat, unless such milk is represented at the time of delivery as "Skimmed Milk," and the words "Skimmed Milk" are distinctly marked in conspicuous letters on the outside and at the top of each can, measure or other vessel used in the sale or delivery of such skimmed milk.

(5) Or cream which contains less than 18 percent by weight of fat.

(6) Or milk or dairy products taken from cows, in any place which is not in good condition as regards drainage, freedom from dust and general cleanliness, or from cows where the flanks, udder, tail and hind legs have not been cleaned prior to and kept clean during milking, or milk or dairy products from cows in barns where the walls, floors and ceilings of all stanchions or places where milking is done are not kept clean, painted or whitewashed at all times.

(7) Or milk or dairy products taken from cows or milkers who are not personally clean and who have not immediately before milking thoroughly washed their hands with soap and water, or who milk with wet or moist hands, or who wash the teats of such cows with water or milk in or from the milk buckets.

(8) Or milk or dairy products drawn from cows into any receptacle other than a bucket with an opening more than 5x7 inches, and not strained through fine cloth or cotton gauze. No galvanized vessel shall be used as a receptacle for milk or dairy products.

(9) Or milk or dairy products strained through strainers not thoroughly boiled before using.

(10) Or milk or dairy products not thoroughly covered at all times until delivered to ultimate consumer.

(11) Or milk or dairy products kept cooled or bottled in any room used for any other purpose than for the cooling of milk or dairy products, or which room is not well cleaned, and painted, screened or kept free from flies, and separated by a distance of at least ten (10) feet from any stable in which cows are kept, and separated by at least 100 feet from any horse stable, urinal, privy vault, cesspool or stagnant water, or accumulation of manure or hog pen or other filth, and separated by at least three hundred feet (300) from any such place or substance which shall not be effectively screened to prevent the ingress and egress of flies.

(12) Or milk or dairy products handled, stored, transported or delivered in any bottle, can, vat or any other receptacle or utensil which has not before being so used been thoroughly washed with clean water to which soda or soap has been added, and then scalded with boiling water or live steam, or steamed in an efficient sterilizer or which is finally rinsed with any but boiling water, or washed in any wooden tubs or troughs or washed in water, which is in any way polluted by or subject to pollution from any privy, manure or surface sewage or drainage.

(13) Or milk or dairy products handled or stored in any utensil or utensils at any time used for any other purpose than the carrying or holding of pure milk, or dairy products or bottled upon any tables, benches or shelves which are not metal covered.

(14) Or milk or dairy products bottled or placed in cans or other receptacles while upon any delivery wagon or in any other place than in a milk house kept and maintained under the conditions required by this Code, or delivered, stored or carried in any room or vehicle which is not kept painted, oiled or varnished and thoroughly clean.

(15) Or milk or dairy products mixed with any milk or dairy products by this section prohibited to be sold and delivered in said City.

(16) Or no beet pulp or other fermented foods shall be kept or stored within fifty (50) feet of the milk house, or stanchion, or other place where milking is done.

(17) Or no pig or pigs shall be permitted, penned or running at large, within fifty (50) feet of any corral where milk cows are kept, or within one hundred (100) feet of any milk house or stanchion, or other place where milking is done.

Section 21. **HOUSING OF ATTENDANTS.** No person having any communicable disease or one caring for any persons having such disease shall be allowed to handle the milk or milk utensils. Every person employing one or more milkers or attendants shall provide clean and suitable housing and bathing facilities for the use of such milkers or attendants.

Section 22. **GRADING.** (a) Each dairy in which two or more cows are used shall be scored by the Health Officer or Chief Inspector at least once in every six months. Such scoring shall be done on the card and by the system adopted by the State Department of Agriculture. Milk shall be graded to the following grades:

1. Certified Milk.
2. Guaranteed Milk.
3. Grade "A" Raw Milk.
4. Grade "A" Pasteurized.

(b) Certified milk shall conform to all the rules and regulations of the Milk Commission of the Los Angeles County Medical Association.

(c) Guaranteed milk, on written consent of the Health Officer or the Chief Inspector, is defined to be milk from a dairy scoring not less than 90 on said score card with a bacterial count not to exceed 15,000 bacteria per cubic centimeter, cooled to at least 50° F., and kept at approximately that temperature until it reaches the consumer, and must contain not less than 3.8 percent butter fat. The bottles shall be double capped with an inner and outer cap, the outer cap completely covering the pouring lip of the bottle, and the milk shall be bottled at the ranch where produced. Such milk shall comply with all requirements of the Pure Milk Laws of the State of California.

(d) Grade "A" Raw milk is defined to be milk from a dairy scoring not less than 80 on said score card, with a bacterial count of not exceeding 25,000 bacteria per cubic centimeter, cooled to at least 50° F., and kept at approximately that temperature until it reaches the consumer and must contain not less than 3.5 per cent butter fat. All raw milk shall be bottled at the ranch where produced.

(e) Grade "A" pasteurized milk is defined to be milk from non-reacting tuberculin tested cows from dairies scoring not less than 80 on said score card, with a bacterial count not to exceed 25,000 bacteria per cubic centimeter before pasteurization, and 15,000 bacteria per cubic centimeter after pasteurization, by the holding process of 140 degrees to 145 degrees Fahrenheit for a period of 30 minutes but not exceeding one hour, and immediately cooled to at least 50 degrees Fahrenheit and kept at approximately that temperature until it reaches the consumer.

(f) It shall be unlawful for any person to bring into or receive or keep or cause to be brought into or received or kept within the City for sale or delivery, or sell, deliver or exchange, or offer to sell, deliver or exchange, or having in his or its possession for the purpose of sale, delivery or exchange in said City, any milk not conforming to the requirements hereof for Grade "A" milk, as herein defined, or any milk under the designation of "Guaranteed Milk" unless such milk shall conform to the requirements hereof for guaranteed milk as herein defined.

(ff) It shall be unlawful for any person, firm, corporation or association to sell, offer for sale, or distribute or to cause or permit to be sold, offered for sale or distributed, in the City of Pasadena, or for any person, firm, corporation or association, other than a carrier for hire, to bring into, or cause or permit to be brought into, or to receive in or to cause or permit to be received in, said City of Pasadena, for the purpose of sale or distribution therein, any cream for food or table purposes, any portion of which shall have been obtained from any cow or cows, or any goat or goats, infected or afflicted by or with tuberculosis, or reacting, or which shall have reacted positively to any tuberculin test herein provided for.

(g) No milk shall be used hereafter in milk drinks served in or by any hospital or sanitarium, or in or by any hotel, boarding house, restaurant, lunch counter or in any other place of public entertainment, or in any food establishment, which milk does not conform to the standards established in Title 6 of Part VI of this Code. Such milk shall be used

from the original bottle the cap of which shall not be removed except in the presence of a consumer or patron at whose instance such milk is served.

Section 23. CAPPING. It shall be unlawful for any person to traffic in any milk or dairy products in bottles, unless the bottles have been capped by means of a mechanical capper.

Section 24. TICKETS. No milk ticket shall be furnished to customers by any permittee hereunder or by any other person other than tickets in coupon form and no tickets once used shall be used again.

Section 25. BUILDING, PREMISES, SUBJECT TO SANITARY INSPECTION. All buildings used in or about any dairy or place where cows are used in furnishing milk or dairy products to persons in said City, are kept, handled or stored, must be whitewashed or painted or re-whitewashed or repainted upon direction of the Health Officer or the Chief Inspector. The stables, yards, corrals, buildings, dairies and places where such milk or dairy products are stored or handled, or such cows are kept or milked, must be kept in a condition satisfactory to the Health Officer and the Chief Inspector of said City, and the right or permit of any person to sell or distribute milk in said City shall be suspended when the conditions of such places be by said Health Officer declared unsatisfactory, and shall not be restored except upon order of said Health Officer.

Section 26. SEIZURE OF IMPURE MILK. Any milk or dairy products sold or offered for sale in the City, or brought or received into said City for the purpose of sale or distribution, which milk or dairy products are not of the quality required by this Code, or which have been produced, kept or handled or conveyed in a manner not allowed by this Code, shall be seized by the Health Officer or the Chief Inspector of said City, and summarily destroyed.

Section 27. REVOCATION OF PERMIT. Any permit granted under this Code may be revoked by the Health Officer of said City at any time when it shall appear to said Health Officer upon a hearing after (5) days' written notice to the permittee served as provided by Section 1011 of the Code of Civil Procedure of the State of California, and stating the ground of complaint against the permittee and the time and place of hearing, that any of the provisions of this Code have been wilfully or continuously violated by the person exercising or acting under such permit or by way of his servants, agents or employees.

Section 28. DEFINITIONS. The word "proximate" or "in proximity" when used here shall be construed to mean so near as to afford any possibility of transmission of infectious diseases between cows or cattle, by reason of actual physical contact between such cows or cattle.

Section 29. PERMIT TO BE KEPT IN CONSPICUOUS PLACE. The permit and printed copy of Rules and Regulations furnished by the Health Department, issued therefor, shall be posted in a conspicuous place in all dairies and creameries.

Section 30. WASHING BOTTLES. Every person receiving milk or dairy products from any person delivering or selling milk or dairy products in the City, in any bottle, can or other receptacle to be returned, shall during the retention of such bottle, can or other receptacle, keep the same free from dirt and filth and shall, before setting out for return or returning the same to the party delivering or supplying such milk or dairy products, wash each bottle, can or other receptacle free from dirt and dried milk or dairy products; provided that this section shall not be construed to relieve any person furnishing or delivering milk or dairy products from any of the duties imposed by this Code.

TITLE 7—EGGS

Section 1. UNLAWFUL TO SELL UNFIT EGGS. It shall be unlawful for any person to sell or offer for sale in the City any eggs which have not been candled, or any eggs which, after having been candled, are or are known to be unfit for human food, within the provisions of the California Egg Law.

Section 2. CANDLING. The term "candling" as herein used shall

be deemed to mean the process of determining the fitness or unfitness of eggs for human food by any method approved by the Health Officer.

TITLE 8—BOTTLED WATER

Section 1. **PERMIT.** It shall be unlawful for any person, firm or corporation, to bring into or receive in the City of Pasadena, for sale or to sell or offer for sale or to have on hand for sale in said City, any bottled water for human consumption contained in containers containing one gallon or more of water, who does not possess a valid and unrevoked permit therefor issued by the Health Department of the City of Pasadena.

(a) Application for a permit to engage in the bottling, sale or distribution of bottled water in said City shall be made in writing to the Health Department on forms furnished by that department.

(b) The application shall contain the following information:

(1) Name and address of applicant.

(2) Location of well, spring or other source from which the water to be offered for sale is obtained.

(3) Location of bottling plant where water to be offered for sale is bottled.

(4) The brand, trade-mark, or the name and address of the person, firm or corporation bottling said water.

(5) A complete chemical analysis of water to be offered for sale, including the date and year of said analysis. The analysis report must be made and certified to by a chemist approved by the Health Officer.

(c) In no case shall a permit be issued to any person, firm or corporation, for the bottling, sale or distribution of bottled water within said City until the Health Officer has established by proof or inspection satisfactory to him that the provisions of this ordinance have been fully complied with.

Section 2. **LICENSE.** It shall be unlawful for any person, firm or corporation to engage in the business of doing any of the acts specified in Section 1 of this Title by the use of a wheeled vehicle, who does not possess a license therefor issued by the City Assessor, Tax and License Collector as herein required. The license fee payable for and upon the issuance of a license hereunder shall be at the rate of Twelve Dollars (\$12.00) per year for each vehicle used in the conduct of such business, payable as follows:

Twelve Dollars (\$12.00) if such license be issued during the first three (3) months succeeding the said first day of May; Nine Dollars (\$9.00) if such license be issued during the second three (3) months succeeding the said first day of May; Six Dollars (\$6.00) if such license be issued during the third three (3) months succeeding the said first day of May; and Three Dollars (\$3.00) if such license be issued during the fourth three (3) months succeeding the said first day of May. Such license shall entitle the driver and helper of each such vehicle for which the license fee has been paid to make or solicit sales from such vehicles without the payment of any further fee therefor.

Section 3. (a) **PROTECTION OF WATER SOURCE.** The source from which the water is obtained shall be free from pollution and shall be fully protected against contamination in a manner approved by the Health Officer.

(b) **SANITARY EQUIPMENT.** The water supply system, including pipe lines, pumping equipment, reservoirs, storage tanks, filters, bottling equipment, etc., shall be of sanitary construction approved by the Health Officer and free from sanitary defects.

(c) **BOTTLING PLANT.** A clean and sanitary room or building, well lighted and ventilated, properly equipped for the washing and sterilization of containers, bottling and storing of drinking water, shall be provided; said room or building shall conform to the following requirements as a minimum:

(1) Floors, including side-walls to a height of at least six inches above floor surface shall be constructed of cement or other equally impervious and easily cleansed material and shall be smooth, properly graded and provided with sanitary trap drain.

(2) The side-walls and ceiling shall be of good construction with reasonably smooth and cleanable surfaces and shall be kept well painted in a light color.

(3) Adequate facilities shall be provided for the storing of supplies and all supplies shall be stored in a sanitary manner approved by the Health Officer.

(4) Sanitary and fly-tight toilet or toilets, located, constructed and maintained in accordance with the requirements of the Health Officer, shall be provided. Wash basin or basins with running water, soap and sanitary towels shall be provided for the use of persons engaged in the handling of containers, and bottling of water. All persons engaged in the bottling plant shall be required after visiting the toilet, to wash their hands with soap and water.

Section 4. METHODS. (a) All bottles used for bottling drinking water shall be sterilized in a manner and method approved by the Health Officer, shall be sterile and free from contamination when filled, and shall be corked or capped and protected against contamination in a manner approved by the Health Officer.

(b) No person suffering from any communicable disease, or who is a carrier of dysentery, typhoid, or para-typhoid bacilli, or who is living in a household in quarantine for such disease, shall be employed in any capacity in connection with the bottling works or with the distribution of bottled water. The absence of disease may be determined by the Health Officer. The personnel of bottling plants shall wear clean, washable outer garments and must exercise scrupulous cleanliness at all times.

Section 5. LABELING. It shall be unlawful for any person, firm or corporation to sell, offer for sale, to have on hand or distribute, any bottled water as defined in this ordinance, unless every container is plainly labeled to give the following information:

(a) Location of well or spring from where water is obtained.

(b) Location of bottling plant where water is bottled.

(c) Brand or trade-mark, or in lieu thereof, the name and address of the person, firm or corporation bottling said water.

(d) A complete chemical analysis, including the date and year of said analysis.

The information appearing on the label shall be identical with the information recorded on the application filed with the Health Officer. The chemical analysis required shall not apply to distilled water.

Section 6. STANDARDS. The water supplied under this ordinance shall conform to the present standard for drinking water as promulgated by the U. S. Public Health Service. In the event the water at any time does not conform to the above standards, the Health Officer is hereby empowered to exclude such water supply from the City of Pasadena. Samples of water in sufficient quantities shall be furnished to the Health Officer or his deputies upon demand. The Health Officer is also empowered to revoke any permit issued under the provisions of this ordinance upon violation by the holder of any of the provisions of this ordinance, or in any emergency when in the judgment of the Health Officer, the water supply in question has become a public health menace. The Health Officer may renew any permit so revoked, provided he is satisfied that all the sources of contamination have been removed and all the provisions of this ordinance are complied with. Permits issued under this ordinance are not transferable.

TITLE 9—FOODSTUFFS IN BULK

Section 1. DEFINITION. The term 'in bulk' is defined to mean foodstuffs in a mass and not enclosed in separate packages or divided into parts but in such shape that any desired quantity may be taken or sold.

Section 2. PERMIT. It shall be unlawful for any person, firm or corporation to bring into, deliver or receive in the City of Pasadena, in bulk or in any container which is not hermetically sealed, for sale or to sell or offer to sell in said City in bulk, any salads, salad dressings, chow mein, chop suey or other similar foods in bulk, which are readily subject to

bacterial decomposition rendering them dangerous for human consumption, who does not possess the permit issued by the Health Department of the City of Pasadena required of all food establishments, and a license therefor as herein required.

(1) Application for a permit to engage in the sale or distribution of the foregoing named foods in bulk in said City shall be made in writing to the Health Department on forms furnished by said Department.

(2) The application shall contain the following information:

The name and address of applicant.

Location of plant where such foods are manufactured.

A brand or trade-mark or in lieu thereof the name and address of the person, firm or corporation engaged in manufacturing such food.

(3) In no case shall a permit be issued to any person, firm or corporation for the sale, delivery or distribution of such foods within the City until the Health Officer has established by proof and/or inspection satisfactory to him that the provisions of this Code have been fully complied with. Such permit shall be valid for a period of one year from the date of issuance, unless revoked by the Health Officer or the Chief Inspector. The Health Officer is empowered to revoke any permit issued under the provisions of this ordinance upon violation by the holder of any of the provisions hereof. The Health Officer may renew any permit so revoked, provided he is satisfied that all the sources of contamination have been removed and all the provisions of this ordinance are complied with. Permits issued under this ordinance are not transferable.

Section 3. FOOD HANDLER'S PERMIT. It shall be unlawful for any person to engage in or assist in the handling or delivering in the City of Pasadena of any of the foods mentioned in Section 2 of this Title unless such person shall first obtain the permit required of all food handlers by Title 2 of Part VI of this Code.

Section 4. LICENSE. It shall be unlawful for any person, firm or corporation to engage in the business of doing any of the acts specified in Section 1 of this Title by the use of a wheeled vehicle, who does not possess a license therefor issued by the City Assessor, Tax and License Collector as herein required. The license fee payable for and upon the issuance of a license hereunder shall be at the rate of Twelve Dollars (\$12.00) per year for each vehicle used in the conduct of such business payable as follows:

Twelve Dollars (\$12.00) if such license be issued during the first three (3) months succeeding the said first day of May; Nine Dollars (\$9.00) if such license be issued during the second three (3) months succeeding the said first day of May; Six Dollars (\$6.00) if such license be issued during the third three (3) months succeeding the said first day of May; and Three Dollars (\$3.00) if such license be issued during the fourth three (3) months succeeding the said first day of May.

Section 5. SANITATION OF PLANT. Every place or plant in which such foods are prepared for sale shall comply with all the requirements as to sanitation provided in this Code for the sanitation of food establishments. Every such place or plant shall be so constructed and maintained as to prevent any flies or any insects or any vermin or rodents from entering therein and shall have a refrigerated box or cooling room wherein such foods shall be stored and kept clean, and no decomposed or decaying matter shall be allowed to remain therein.

Section 6. SANITATION OF DELIVERY CONVEYANCES. All conveyances used for the purpose of delivering any of the foodstuffs mentioned in Section 2 of this Title shall at all times be kept in a clean and sanitary condition and be well ventilated.

PART VII

TITLE 1—SANITATION OF BUILDINGS

Section 1. DEFINITION OF BUILDING OR STRUCTURE. Unless it is apparent from the context that another meaning is intended, the word "building" shall be deemed to include in its meaning the word "structure," and the words "building" and "structure" shall have the following

meaning: any construction, the arrangement of which may affect the health, safety, or general welfare of man or animals.

Section 2. **SANITARY INSPECTION.** The Health Officer and his deputies shall have full power, except as herein otherwise provided, to inspect all buildings in this City as to their sanitary condition and it shall be unlawful for any person to obstruct the Health Officer or his deputies in the performance of their lawful duties.

Section 3. **ALL BUILDINGS TO BE LEFT IN A SANITARY CONDITION.** Every occupant of any building whether used as a residence or for commercial purposes, shall upon vacating same, leave it in a clean and sanitary condition.

Section 4. **ALL BUILDINGS TO BE IN A SANITARY CONDITION UPON RENTING OR LEASING.** It shall be unlawful for the owner of any building to rent or lease said building when it is not in a clean and sanitary condition, and fit for human habitation.

Section 5. **VACANT BUILDINGS TO BE KEPT CLOSED.** It shall be unlawful for the owner of any vacant or unoccupied building in this City to allow such building to remain open and of easy access to trespassers, so as to allow the same to become a public nuisance.

TITLE 2—RATS

Section 1. **BUILDINGS TO BE KEPT FREE OF RATS.** All buildings, places and premises whatsoever in the City shall be placed, and shall continuously be kept by the owner, person in charge or the occupant thereof in a clean and sanitary condition, and free from rats.

Section 2. **RAT INFESTED BUILDING A NUISANCE.** All buildings, structures or any parts thereof, that are infested with rats are hereby declared to be and are public nuisances, and the Health Officer of this City is hereby authorized and empowered to abate the same in the manner provided in this Code.

Section 3. **NO DUMPING OF RUBBISH.** No rubbish, waste or manure shall be placed, left, dumped or permitted to accumulate or remain in any building, place or premises in said City so that the same shall or may afford food or a harboring or breeding place for rats.

Section 4. **INSPECTION OF BUILDINGS FOR RATS.** It shall be unlawful for the owner of any building or premises or any part thereof in this City to refuse admission to the Health Officer or his deputies between the hours of 8:00 o'clock A. M. and 5:00 o'clock P. M. of any day, when such officer or his deputy has announced his intention to enter said building or premises for the purpose of inspecting the same to determine the presence of rats or for the purpose of setting traps or ascertaining whether the provisions of this Code are being complied with, provided that at the time of such entry the Health Officer or his deputies shall display a badge or credentials indicating their official capacity or connection with the Health Department. Authority is hereby granted to said Health Officer and his deputies to so enter any such premises for said purposes.

Section 5. **OWNERS TO PROVIDE TRAPS.** All buildings in this City when found to be rat infested or when suspected of being rat infested, and when deemed necessary by the Health Officer, shall be provided by the owner, person in charge, or occupant thereof with one or more traps of a pattern approved by the Health Officer, which traps shall be baited, set and inspected daily by the owner, person in charge, or occupant thereof and any rat or rats caught therein shall be killed and delivered to the City Incinerator.

Section 6. **UNLAWFUL TO DESTROY TRAPS.** It shall be unlawful for any person to destroy, tamper with, remove, or change the location of any traps placed by the Health Officer of the City or any deputy thereof.

Section 7. **RAT HARBORAGES TO BE PREVENTED.** All buildings and basement walls of all storerooms, warehouses, residences or other buildings within the City, all chicken yards or pens, chicken coops or houses, and all barns and stables, shall be so constructed or repaired as to prevent rats from being harbored underneath the same or within the walls thereof, and all food products or other products, goods, wares and mer-

chandise likely to attract or to become infested with or infected by rats, whether kept for sale or for any other purpose, shall be so protected as to prevent rats from gaining access thereto or coming in contact therewith.

Section 8. PREMISES TO BE CLEANED AND MATERIALS ELIMINATED. All premises, improved and unimproved, and all open spaces, lots, areas, streets, sidewalks and alleys in the City, shall be kept clean and free from all rubbish, and other loose material that might serve as harborage for rats; and all lumber, boxes, barrels, and loose iron, or other material that remain thereon and that may become a harborage for rats shall be placed on supports and elevated not less than eighteen (18) inches from the ground, with a clear intervening space beneath to prevent the harboring of rats.

Section 9. NOTICE TO ALTER OR DEMOLISH. Whenever the Health Officer of the City shall find that any building or structure or part thereof is infested with rats, he shall notify the owner, person in charge or occupant thereof in writing, setting forth the condition complained of, and specifying wherein such building, structure or part thereof must be altered or that such building, structure or part thereof must be demolished, as the case may be, in order to destroy the hiding places of rats and to prevent the breeding and propagation of rats, and requiring such owner, person in charge or occupant thereof, forthwith, to make such alteration therein or to demolish said building, structure or part thereof, as the case may be, in order to destroy the hiding places of rats, and to prevent the breeding and propagation of rats and specifying with reasonable certainty the work necessary to that end, and the time within which said work must be completed.

Section 10. UNLAWFUL TO USE BUILDING AFTER NOTICE. It shall be unlawful for any person to fail to comply with the provisions of this title, or to use or permit to be used any building, structure or part thereof respecting which any work is ordered done as herein provided, before or during the time of performance of said work, unless permission in writing therefor is given by the Health Officer, and it shall be unlawful to use or permit to be used any building, structure or part thereof, as to which notice is given as herein provided, after the date fixed for the completion of said work in said notice given by the Health Officer, unless all work has been done upon such building, structure or part thereof as required by said notice.

Section 11. UNLAWFUL TO PERMIT NUISANCES AFTER NOTICE. It shall be unlawful for any person to have or permit upon any premises owned, occupied or controlled by him any nuisance detrimental to health, or any accumulation of filth, garbage, decaying animal or vegetable matter, or any animal or human excrement, and it shall be the duty of the Health Officer to cause any such person to be notified to abolish, abate and remove such nuisance, and in case such person shall fail, neglect or refuse to remove the same within one (1) day after receiving such notice, such nuisance may be removed and abated under and by order of the Health Officer, and the person whose duty it was to abate or remove such nuisance, in addition to incurring penalties in this Code provided, shall become indebted to said City for the costs and charges incurred by said City by reason of the existence and removal of such nuisance.

TITLE 3—FUMIGATION OF BUILDINGS

Section 1. UNLAWFUL TO OPERATE WITHOUT PERMIT. It shall be unlawful for any person to fumigate or disinfect with cyanide, or other dangerous poisonous material, or to cause or permit to be fumigated or disinfected with cyanide or any other dangerous poisonous material, any building or premises unless under and by authority of a written permit from the Health Officer of this City.

Section 2. PERMIT. Permits to carry on or engage in the business of fumigating or disinfecting may be issued by said Health Officer upon the written application of any person, which application shall state the name and address of the applicant, together with any additional facts which may be necessary to afford said Health Officer information as to the qualifications and fitness of said applicant.

Section 3. **PERMIT MAY BE REVOKED.** When the Health Officer shall issue any permit under the terms of this title the same may be revoked at any time thereafter by said Health Officer, if said Health Officer becomes satisfied that said permittee, servant, agent or other person, acting with his consent or under his authority, has violated or caused the violation of any of the provisions of this Code or any rule of the Health Department regulating the fumigation of buildings.

Section 4. **HEALTH OFFICER TO BE NOTIFIED OF FUMIGATION.** It shall be unlawful for any person to put or place, or to cause or permit to be put or placed, any cyanide or other dangerous poisonous material in any building or premises for the purpose of fumigating or disinfecting the same, unless notice has been given the Health Officer at least twenty-four (24) hours in advance of the intention of said person, to so put or place said cyanide, or other dangerous poisonous material, and of the exact location of said building or premises to be fumigated or disinfected.

Section 5. **WARNING SIGNS.** It shall be unlawful for any person to use or to cause or permit to be used any cyanide or other dangerous poisonous material to fumigate or disinfect any building or premises unless a warning sign shall have been first placed on the door or principal entrance to said building or premises, which said warning sign shall set forth the fact that said building or premises is under fumigation or treatment, and shall plainly set forth the danger of breaking any seals or entering therein. Each word of said warning sign provided for by the terms of this section shall be set forth in letters of not less than one (1) inch in height.

Section 6. **FUMIGATION OF TREES, PLANTS.** It shall be unlawful for any person to use cyanide or any other dangerous poisonous material in this City for the purpose of fumigating citrus trees or other trees or plants, unless precautions have been taken to protect human beings and birds and animals from the fumes of the gas so used, and unless ample and sufficient warning has been given to all persons residing within fifty (50) feet of the place of fumigation.

TITLE 4—HOSPITALS

Section 1. **DEFINITION.** For the purpose of this Code a "hospital or sanitarium" is a building in which sick, demented, injured, or infirm persons are housed, or intended to be housed, except that this definition shall not apply to rooms in hotels, private dwellings or rooming houses not intended to be ordinarily occupied by sick, injured, demented, or infirm persons.

Section 2. **PERMIT REQUIRED.** It shall be unlawful for any person to establish, conduct or maintain in this City any hospital, sanitarium, sanatorium or other place for the reception, care or treatment of any sick or diseased persons, infirm persons, without having first obtained a permit therefor in writing from the Health Department of said City and without having a special permit granted by the Board of Directors of said City where required by any Zoning Law or ordinance of said City.

Section 3. **PERMIT REVOCABLE.** Every permit issued by the Health Department shall specify the name and address of the person conducting the hospital or sanitarium and the street and street number where the same is located and shall be revocable for cause by the Health Department in any case where the laws of the State of California or provisions of this Code have been violated, or in any case where in the judgment of said Health Department such hospital, sanitarium or other place is being managed, maintained, or conducted without due regard to the health, comfort, or morality of the inmates thereof, and other persons who may be affected thereby, or without due regard to its proper sanitary or hygienic arrangements and appliances. Under no circumstances shall any such permit be issued by the Health Department for any hospital or sanitarium which shall not be properly connected with a sewer, and which shall not have in use a properly equipped incinerator (for the destruction of refuse matter other than garbage) of a type approved by the Health Department and which shall not have at least one isolation room which shall be used exclusively for isolating patients affected or thought to be affected with any contagious or infectious disease.

Section 4. **REGISTER TO BE KEPT.** A register shall be kept wherein shall be entered the names and addresses of all inmates or persons received for treatment and of all children born therein. Said register shall also contain the name and age of every child given out or adopted, together with the name and residence of the person so adopting or taking out such child within forty-eight (48) hours after such child is given out or adopted.

Section 5. **RULES AND REGULATIONS TO BE COMPLIED WITH.** The applicant shall abide by all rules of the Health Department now in force or which may hereinafter be made by the Health Officer. The premises shall at all times be kept in a clean and sanitary condition. Adequate ventilation, lighting and heating must be provided, and all rules and regulations of the State Department of Public Health, and provisions of this Code shall be complied with.

Section 6. **INSPECTION.** The Health Officer and his deputies shall be permitted to enter and inspect such hospital and premises and visit the inmates therein, and inspect the register and permit at all reasonable times.

TITLE 5—PUBLIC CAMPS

Section 1. **PERMIT NECESSARY.** It shall be unlawful for any person to open, conduct, establish or maintain any place or ground as or for the purpose of a public camp or to permit any person to camp upon any land owned or controlled by him as such camp unless permission so to do shall have been granted by the City Manager of this City.

Section 2. **APPLICATION FOR PERMIT.** (a) Applications for permits hereunder shall state: (1) the location and size of ground proposed to be used as camp ground, (2) the amount and means of service of water available upon said land, (3) the toilet facilities on or proposed to be installed on said land, (4) the proposed means of disposing of garbage and sewage accumulating upon said land, (5) the type of building to be erected thereon, (6) the name of the person who shall be directly in control thereof.

(b) Each such application before being presented to the City Manager shall be presented to the Health Officer, the Superintendent of Buildings, and the City Engineer, each of whom shall endorse thereon his recommendation.

Section 3. **TENT HOUSE.** It shall be unlawful for the owner of any public camp to build, erect or maintain a tent or tent house on the land owned or controlled by him and used for the purpose of a public camp.

Section 4. **ISSUANCE.** If the City Manager finds that any proposed or existing camp is so planned, or is to be located, equipped and supervised that it is sanitary, free from fire hazard and not a menace to public health, safety or morals, he shall issue the permit applied for. No permit for the operation of any public camp shall be granted unless there shall be provided adequate personal control and adequate toilet facilities with proper connections with an accepted system of sewage.

Section 5. **REVOCATION OF PERMIT.** Whenever the City Manager finds that any camp operating under a permit is being operated in violation of the terms of such permit, or is unsafe or insanitary, he shall revoke the permit therefor, and thereafter it shall be unlawful for any person to operate, conduct or maintain such camp, until and unless a new permit shall have been obtained as required by sections 1 and 2 hereunder.

PART VIII—MISCELLANEOUS

TITLE 1—BARBER SHOPS AND BEAUTY PARLORS

Section 1. **DEFINITIONS.** (a) For the purpose of this Code, the term "Barber shop" shall mean and include any barber shop or beauty parlor, any cosmetician or cosmetologist, electrologist or manicuring shop, school, or college, massage or hairdressing establishment or room.

(b) The term "operator" as hereinafter used shall mean any person who engages in or works at the business of a barber shop as above defined.

Section 2. **PERMIT REQUIRED.** (a) It shall be unlawful for any person, firm, association or corporation to own, operate, manage or con-

duct any barber shop within the City of Pasadena, without first applying for and receiving from the Health Department of the City of Pasadena, a permit therefor in the manner hereinafter provided, and without making payment of the fee prescribed by Section 5 of this Title.

(b) It shall be unlawful for any person, firm, association or corporation to employ in any barber shop in the City of Pasadena, any operator who has not been granted, and who does not possess a valid and effective operator's permit as provided in Section 6 of this Title.

(c) It shall be unlawful for any person to perform any work or become engaged as an operator in any barber shop in the City of Pasadena until and unless such person shall have obtained and shall possess a valid and effective operator's permit as provided for in Section 6 of this Title.

Section 3. APPLICATION FOR PERMIT. (a) Every applicant for such permit shall file with the Health Department a written application which states the name and address of the applicant, description of the property by street and number wherein and whereon it is proposed to conduct such barber shop, and such other information as the Health Department may require.

(b) Every applicant for such permit at the time of making such application shall deposit with and pay to the License Collector the annual inspection fee hereinafter in this Code established.

Section 4. GRANTING OF PERMIT. Upon receipt of such application, it shall be the duty of the Health Officer to require an investigation of the matters set forth in such application, and of the sanitary conditions in and about the place in which it is proposed to conduct a barber shop, and if it shall appear that the statements contained in the application are true, and that the sanitary conditions comply with all existing State Laws and provisions of this Code, a permit shall thereupon be granted; provided, however, that such permit shall be subject to revocation or suspension by said Health Officer upon a showing satisfactory to said Health Officer of a violation by the holder of such permit, of any of the provisions of this Code or any law of the State of California, or any rule or regulation of the Health Department.

Section 5. INSPECTION. Every person applying for a permit to conduct a barber shop, shall on or before the first day of November of each year, pay an annual inspection fee of Four Dollars (\$4.00) to the Tax and License Collector, provided that the fee for the remainder of the year shall be Three Dollars (\$3.00) if such permit shall be issued during the second three (3) months following the said first day of November; Two Dollars (\$2.00) if issued during the third three (3) months following the said first day of November; and One Dollar (\$1.00) if issued during the fourth three (3) months following the said first day of November. All permits shall expire on the 31st day of October of each year.

Section 6. OPERATOR'S PERMIT AND PERMIT FEE. (a) Every applicant for an operator's permit shall file with the Health Department a written application which shall state the name and address of the applicant, together with such other information and reference which the Health Department by regulation may require, and shall at the time of making such application deposit with and pay to the Tax and License Collector the annual operator's permit fee of One Dollar (\$1.00).

(b) Every such application shall be accompanied by a certificate of health properly executed on a form furnished by the Health Department and as hereinbefore required for all food handlers, and Section (4) of Title 2 of Part VI of this Code shall likewise apply to all operators.

(c) An operator's permit shall be granted if the requirements of the Health Department are complied with, provided that said permit is subject to revocation or suspension if any provision of this Code, or law of the State of California or rule and regulation of the Health Department are violated. Said permit shall not be transferable and shall expire on the 31st day of October of each year.

Section 7. PROPER QUARTERS. It shall be unlawful for any person to conduct a barber shop without complying with the following regulations:

(1) Every barber shop shall be well lighted, well ventilated, shall be equipped with running hot and cold water, and with its appliances and equipment therein shall be kept in a clean, orderly and sanitary condition at all times, and every person in charge of such shop shall make certain that the provisions of this Code are enforced. The floors of every barber shop must be kept free from hair at all times and must be swept and mopped daily, and all furniture and equipment must be kept free from hairs and dust.

(2) Shop in Connection with Business. A barber shop in a building where a poolroom is located and operated shall be located in a room separate from said poolroom.

(3) Shop in Connection with Home. No room in any private residence used in the conduct of a shop shall be used for any other purpose. A barber shop in a home or in a place where food is handled must be in a room separate from living quarters or the place where food is kept, and no room wherein such an establishment is conducted and no room immediately adjoining such room and connected by a door or opening, shall be used as a dormitory or a place wherein meals are cooked and served.

(4) Candy and Cigars. Candy, cigars and other articles for sale in the barber shop must be kept in an enclosed case or in a sealed package.

(5) Combs, Brushes, Instruments, Clippers and Shaving Mugs. All combs and brushes shall be cleaned, and then immersed in a disinfectant solution at least two minutes, then rinsed in water and dried after each patron has been served. All shaving brushes, instruments, razors, scissors, pincers, needles and clippers must be sterilized after each separate use either by the use of an approved steam sterilizer, immersion in boiling water or in a compound solution of cresol 5% strength or other methods approved by the Health Department.

(6) Coats. Operators must wear while serving customers washable coats or aprons, or outer garments.

(7) Hands of Barber. Every operator shall wash his hands with soap and fresh water immediately before and after serving each customer.

(8) Dusters. Hair and neck dusters shall be washed with soap and hot water and dipped in a disinfectant solution at least once a day and be kept clean at all times. The use of common powder puffs or sponges is prohibited.

(9) Strops. Strops shall be kept clean at all times.

(10) Headrest. The headrest of every operator's chair shall be protected with fresh, clean paper or a towel before its use for any person.

(11) Towels. No towel, whether a dry towel, steam towel, or wash cloth that has been used on a patron shall be used on another patron until it has been laundered.

(12) Styptics. No operator, to stop the flow of blood, shall use alum or other material unless the same is applied as a powder and with a clean towel. The use of styptic pencils, alum blocks or other solid styptics is prohibited.

(13) Creams. Creams and other semisolid substances should preferably be used from tubes. If in jars, it must be removed from the container with a clean spatula or similar article, the instrument used for its removal not being allowed to come in contact with the patron. Removing such substances with the fingers is prohibited.

(14) Communicable Disease in Operator. No owner of any barber shop shall require or permit any person to work, nor shall any person work in any barber shop who is affected with any venereal disease, tuberculosis, typhoid fever, smallpox, diphtheria, scarlet fever, yellow fever, dysentery, measles, mumps, German measles, whooping cough, chickenpox, or any other contagious or infectious disease or any disease which is required by law to be reported to the Health Department or the State Board of Health.

(15) Communicable Disease in Patron. Operators shall not cut the hair of any person affected with any communicable disease or any skin disease.

(16) Removal of Cut Hairs. No operator shall be allowed to remove the cut hairs from the face or neck of a customer by the process of

blowing through the lips. Mechanical bellows or sanitary brush may be used.

(17) Rubber Protectors. The use of rubber collar protectors is hereby prohibited.

(18) Cuspidors. If cuspidors are used in a barber shop, said cuspidors shall be cleaned daily, shall be kept in a clean and sanitary condition, and shall be provided at all times with a disinfectant solution consisting of five per cent (5%) phenol or other disinfectant approved by the Health Department.

(19) Posting of Regulations. The owner of every barber shop shall keep a copy of these regulations posted in a conspicuous position in his place of business, which copy shall be furnished by the Health Department; and shall also keep posted in a conspicuous position in his place of business the permit granted him under the provisions of this Code.

TITLE 2—CHIROPODISTS

Section 1. **GENERAL CLEANLINESS REQUIRED.** Every person engaged in the business of a chiropodist shall at all times keep his place of business, the equipment, utensils and instruments therein in a clean and sanitary condition.

TITLE 3—BATHS

Section 1. **BATHS, TURKISH BATHS AND ELECTRICAL BATHS.** It shall be unlawful for any person to maintain a public bathhouse or establishment where any kind of baths are given such as Turkish baths, Russian baths, electrical baths, mud baths and any other kind of a bath, without first having obtained a permit from the Health Department; provided, however, that this section shall not apply to swimming pools or to any system of healing recognized by the State of California. All such permits shall expire on the 30th day of June of each year.

Section 2. **SANITATION OF BATHS.** Every establishment where baths of any character are given shall be maintained in a clean and sanitary condition at all times, and shall be subject to inspection by the Health Officer and his deputies at all reasonable times.

Section 3. **SHOWER TO BE TAKEN.** It shall be unlawful for any person to enter any Russian or Turkish bath or other bath where a plunge, pool, or tank or other common receptacle for holding water is used, without first rinsing himself under a shower.

TITLE 4—MISCELLANEOUS

Section 1. **MEDICINE SAMPLES.** It shall be unlawful for any person to distribute any medical sample or any medical preparation, or compound, or patented or any medicine, within the corporate limits of this City.

PART IX

TITLE 1—GENERAL PROVISIONS

Section 1. **AUTHORITY TO ENTER BUILDINGS.** The authority to enter buildings for the purpose of making inspections wherever in this Code given to the persons hereinbefore enumerated, shall not be construed or deemed to apply to the entering of any dwelling between the hours of 5 o'clock P. M. of any day and 8 o'clock A.M. of the succeeding day without the consent of the owner or of the occupants of such dwelling, but in no event shall the authority in this Code given be construed as permitting any of the persons hereinbefore enumerated to enter any dwellings in the absence of the occupants thereof without a proper written order, duly executed by a competent court authorized to issue such orders.

Section 2. **EXISTING LICENSES CONTINUED IN EFFECT.** Every license or permit issued, under the terms of any of the ordinances hereby repealed, prior to the date this Code takes effect, shall continue in full force and effect for the period for which issued unless sooner revoked for cause under any of the provisions of any of the ordinances under which said license or permit was issued. Any license or permit issued under the terms of any provision of this Code subsequent to the taking effect of this Code shall be issued only upon the payment of the fees herein provided.

PART X

TITLE 1—PENALTIES, LEGALITY, REPEALS

Section 1. **PENALTIES.** Any person violating any of the provisions of this Code, or who shall oppose or impede any officer of this City or his deputies in the execution of his duties hereunder, shall be deemed guilty of a misdemeanor, and upon conviction thereof shall be punished by a fine in a sum not exceeding Five Hundred Dollars (\$500), or by imprisonment in the City Jail for a period not exceeding six (6) months, or by both such fine and imprisonment

Section 2. **SEPARATE OFFENSES.** Each day during which any act prohibited by any provision of this Code is committed or any duty required by any of the provisions of this Code is wilfully neglected or refused to be complied with, and each day during which a nuisance, as stated in this Code, is maintained, continued or suffered or permitted to be maintained, continued or to exist, shall constitute a distinct and separate offense and be punishable as such.

Section 3. **LEGALITY.** If any section, sub-section, sentence, clause, or phrase of this Code is for any reason held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portions of this Code. The Board of Directors hereby declares that it would have passed this Code and each section, sub-section, sentence, clause or phrase thereof irrespective of the fact that any one or more of the sections, sub-sections, sentences, clauses or phrases be declared unconstitutional or invalid.

Section 4. **REPEALS.** Ordinances numbered 486, 574, 595, 674, 835, 1002, 1134, 1229, 1393, 1394, 1746, 1823, 1894, 1908, 1991, 2094, 2312, 2313, 2351, 2432, 2577 and 2661, and all ordinances or parts of ordinances in conflict herewith are hereby repealed, provided that any such repeal shall not affect or prevent the prosecution and punishment of any person, for any act heretofore done or committed in violation of any ordinance which is repealed hereby, and shall not affect any prosecution or action which may be pending in any court for the violation of any ordinance repealed by this Code.

Section 5. The City Clerk shall certify to the adoption of this ordinance and cause the same to be published once in the Pasadena Evening Post.

I hereby certify that the foregoing ordinance was adopted by the Board of Directors of the City of Pasadena at its meeting held September 25, 1928, by the following vote:

Ayes: Directors, Daugherty, Jenkins, Merrill, Shupe, Taylor, Wopshall.

Noes: None.

BESSIE CHAMBERLAIN,
Clerk of the City of Pasadena.

Signed and approved this 25th day of September, 1928.

CLAYTON R. TAYLOR.
Chairman of the Board of Directors of the City of Pasadena.

APPENDIX

ORDINANCE NO. 1940

(AS AMENDED TO OCT. 1, 1935)

An Ordinance of the City of Pasadena Defining Nuisances and Prohibiting Their Maintenance

The Board of Directors of the City of Pasadena ordains as follows:

SECTION 1. SLAUGHTER HOUSES, TANNERIES AND FERTILIZER WORKS: It is hereby declared to be a nuisance and it shall be unlawful for any person, firm or corporation to maintain, conduct or carry on, or assist in maintaining, conducting or carrying on in the City of Pasadena any slaughter house or establishment or place of business for tanning, scouring or dressing hides or leather, or any fertilizer works.

SECTION 2. RENDERING AND REDUCING LARD, ETC.: It is hereby declared to be a nuisance, and it shall be unlawful for any person, firm or corporation to conduct, carry on or engage in, or assist in engaging in, conducting or carrying on in the City of Pasadena, the business of rendering fat, lard or tallow, or of steaming, boiling or reducing or rendering any animal substance except between the hours of 10:30 P. M. and 4:00 A. M.

SECTION 3. SMOKE, DUST AND FUMES: It is hereby declared to be a nuisance, and it shall be unlawful for any person, firm or corporation to maintain, conduct or carry on, or assist in maintaining, conducting or carrying on in the City of Pasadena, any business, yard, establishment, or place in such a manner that dense or thick black or gray smoke or cinders or soot are emitted therefrom, or to maintain, conduct or carry on, or assist in maintaining, conducting or carrying on, any business, yard, establishment or place, in such a manner that dust in large and unusual quantities is accumulated or caused, without sprinkling with oil or water said yard, establishment or place, or the place or premises where such business is maintained, conducted or carried on with sufficient frequency and to sufficient extent to lay and settle such dust and prevent the same from spreading or being blown on the premises of other persons, or to maintain, conduct or carry on, or assist in maintaining, conducting or carrying on, any such business, yard, establishment or place in such a manner that gas or fumes unwholesome and injurious to the health, or injurious to the property, or offensive to the senses of the inhabitants of said City or any number thereof, are emitted therefrom.

SECTION 3a. GASOLINE STOVES: It is hereby declared to be a nuisance, and it shall be unlawful for any person, firm or corporation to operate in any doorway or in any open space adjoining any public street or alley any gasoline stove or burner or any stove or burner using hydrocarbon substance for fuel, or to cause, suffer or permit the operation of such stove or burner in any such doorway or open space upon any premises owned, controlled or occupied by him or it.

SECTION 4. BURNING OFFAL, ETC.: It is hereby declared to be a nuisance, and it shall be unlawful for any person, firm or corporation, to burn or suffer or

permit to be burned upon any premises owned, occupied or conducted by him or it, in the City of Pasadena, any bone, feathers, offal, flesh, hair or other substance in such a manner as to cause odors or gas therefrom to taint the air and render it unwholesome or injurious to the health, or offensive to the senses of the inhabitants of said City, or any number thereof.

SECTION 5. FILTHY STABLES AND YARDS: (a) It is hereby declared to be a nuisance, and it shall be unlawful for any person, firm or corporation to keep or suffer or permit to be kept at or upon any premises owned, controlled or occupied by him or it in the City of Pasadena, any chicken coop, yard, cow house, stable, cellar, vault, drain, pool, sewer or sink, in a foul, offensive, noxious or filthy condition.

(b) It shall be unlawful for any person, firm or corporation keeping five (5) or more head of horses, cattle, goats, sheep or mules, to fail, refuse or neglect to cause the manure therefrom either to be completely removed from the premises where such stock is kept, or covered with earth so as to be free from noxious odors and inaccessible to flies at least once every twenty-four (24) hours.

(c) It shall be unlawful for any person, firm or corporation keeping less than five (5) head of horses, cattle, goats, sheep or mules, to fail, refuse or neglect to cause the manure therefrom either to be completely removed from the premises where such stock is kept, or covered with earth so as to be free from noxious odors and inaccessible to the flies at least once in every forty-eight (48) hours.

(d) It shall be unlawful to fail, refuse or neglect to thoroughly disinfect the surface upon which manure is permitted to accumulate after each removal thereof with lime, gypsum or some equally effective substance approved for that purpose by the Sanitary Inspector of the City.

SECTION 6. LAUNDRIES TO BE CONNECTED WITH SEWERS: It is hereby declared to be a nuisance, and it shall be unlawful for any person, firm or corporation, to use or suffer or permit to be used in the City of Pasadena for the purpose of a laundry or wash house any building or premises unless the same shall be connected with a public sewer of the City, or to convey or suffer or permit to be conveyed any slops, wash water, or refuse substance from any laundry or wash house within said City into any sink, cesspool, pit or on the ground, or in any manner disposing of the same except by conducting the same into a public sewer of said City.

(a) It shall be unlawful for any person, firm or corporation to operate any sprinkler or sprinkling system in such manner that the water is thrown therefrom so as to fall upon any sidewalk or upon the paved portion of any street.

SECTION 7. It is hereby declared to

be a nuisance and it shall be unlawful for any person, firm or corporation to use, maintain or suffer, or permit to be used or maintained, upon any premises owned, controlled or occupied by him or it, any cesspool when there is, and for six (6) months has been available to such premises a public sewer.

For the purpose of this section a sewer shall be deemed available to any premises if it shall lie in the street on which such premises front. In the application of this section, any rear portion of any lot, regardless of the matter of ownership, shall be deemed to be a part of the premises included within the lot as shown by the recorded subdivision of which it is a part. Should any sewer in front of any premises be of insufficient depth to serve the rear portion of such lot by gravity, any person desiring to install plumbing thereon shall make provisions for conveying sewage therefrom to the public sewer by pumping or by transmission to some other sewer line, it being the intent hereof that when any portion of the City has been sewerred, cesspools therein shall be prohibited, even though it may not be physically possible to provide gravity sewer service.

SECTION 8. PRIVIES: It is hereby declared to be a nuisance, and it shall be unlawful for any person, firm or corporation, to keep or maintain, or suffer or permit to be kept or maintained at or upon any premises in the City of Pasadena, owned, occupied or controlled by him or it, any privy or dry closet for the reception of human excrement or fecal matter.

SECTION 9. DEPOSIT OF RUBBISH, ETC., ON THE STREETS: It is hereby declared to be a nuisance and it shall be unlawful for any person to throw, deposit or place in or upon any street or alley in the City of Pasadena, any tin, sheet iron, broken glass, thorny clippings or branches, leaves, clothing, bottles, paper, night soil, rubbish, rind, skin or peel, or any fruit or vegetables, or ice, soap, salt, chemicals or any water containing chemicals in solution in any unusual or injurious amount, or any foul or noisome substance, or to throw or deposit any paper upon any unenclosed space, either public or private, from which such paper may be blown upon any street or sidewalk, except such newspapers and periodicals as are usually or regularly placed or deposited upon private property, or any soil, gravel, sand, building material, buildings, board, lumber boxes or other structures except as may be permitted by Ordinance No. 1312 (Building Code) of the City of Pasadena.

(a) It shall be unlawful for any person, firm or corporation to allow any motor vehicle to remain stationary upon any private property without the consent of the owner or occupant thereof.

SECTION 10. EXPECTORATION: It is hereby declared to be a nuisance, and it shall be unlawful for any person to expectorate upon the floor of any public building, hall, stairway, street car, or other public conveyance, or upon any sidewalk in the City of Pasadena.

SECTION 11. OBSTRUCTIONS IN THE STREETS: It is hereby declared to be a nuisance, and it shall be unlawful for any person, firm or corporation to erect, construct or maintain in the City of Pasadena, any building, fence, porch, steps, posts, poles, tracks, wires, pipes,

conduits or other obstruction, in whole or in part, upon or in any street or alley of said City, without express authority therefor, and without having complied with all ordinances of the City of Pasadena relating thereto.

SECTION 12. EXCAVATIONS IN THE STREET: It is hereby declared to be a nuisance, and it shall be unlawful for any person, firm or corporation to dig in, excavate, tear up or injure any street or alley in the City of Pasadena, without express authority therefor, and without having complied with all the ordinances of the City of Pasadena relating thereto.

SECTION 13. FOWLS AND RABBITS.
(a) It is hereby declared to be a nuisance and it shall be unlawful for any person, firm or corporation to suffer or permit any chickens, geese, ducks, turkeys, pigeons, doves, squabs or similar fowls, or any hare or hares, or rabbit or rabbits, owned or controlled by him or it to run at large or go upon the premises of any other person in the City of Pasadena, or to keep any chickens, geese, ducks, turkeys, pigeons, doves, squabs or similar fowls within 35 feet of any dwelling house or structure used as a dwelling house unless such house or structure be occupied by him or it, or to keep any chickens, geese, ducks, turkeys, pigeons, doves, squabs or similar fowls or any hare or hares, or rabbit or rabbits closer than 35 feet to any street line, or to keep any hare or hares, or rabbit or rabbits within 50 feet of any dwelling house or structure used as a dwelling house unless such house or structure shall be occupied by him or it, or to keep any rooster over four (4) months old within 100 feet of any dwelling house or structure used as a dwelling unless such house or structure shall be occupied by him or it.

(b) It is hereby declared to be a nuisance, and it shall be unlawful for any person, firm or corporation to keep on any premises more than fifty (50) in all of chickens, turkeys, pigeons and doves, or hares and rabbits, within seventy-five (75) feet of any dwelling house or structure used as a dwelling house, unless such house or structure shall be occupied by him or it, or to keep on any premises more than twelve (12) in all of geese, ducks, guinea fowls and pea fowls, within seventy-five (75) feet of any dwelling house or structure used as a dwelling house, unless such house or structure shall be occupied by him or it.

SECTION 14. (a) CATTLE: It is hereby declared to be a nuisance, and it shall be unlawful for any person, firm or corporation to keep or maintain in the City of Pasadena, more than two (2) head of cattle at or upon any premises owned, occupied or controlled by him or it in said City, within four hundred (400) feet of any dwelling house other than that occupied by him or it; or to keep or maintain more than one (1) head of cattle within two hundred (200) feet of any dwelling house other than that occupied by him or it or any cattle within one hundred (100) feet of any dwelling house whatsoever.

(b) **HORSES:** It is hereby declared to be a nuisance and it shall be unlawful for any person, firm or corporation to stable any horse or horses within two hundred (200) feet of the property lines of Colorado Street.

(bb) It is hereby declared to be a nuisance and it shall be unlawful for any

person, firm or corporation to stable any horse or mule within fifty (50) feet of any dwelling house other than that occupied by him or it, or to stable more than four (4) horses or mules within one hundred (100) feet of any dwelling house other than that occupied by him or it.

(bbb) It shall be unlawful for any person, firm or corporation to keep or stable any burro or burros, or donkey or donkeys, within three hundred (300) feet of any dwelling house other than that occupied by him or it.

(c) GOATS: It is hereby declared to be a nuisance and it shall be unlawful for any person, firm or corporation to keep or maintain any goat within fifty (50) feet of any dwelling house other than that occupied by him or it, or more than two (2) goats within one hundred (100) feet of any dwelling house other than that occupied by him or it, or more than four (4) goats within three hundred (300) feet of any dwelling house other than that occupied by him or it, or more than five (5) goats within one thousand (1000) feet of any dwelling house other than that occupied by him or it.

(cc) It shall be unlawful to keep or maintain any male goat exceeding the age of six months within the limits of the City of Pasadena.

(d) DOGS, CATS, KENNELS AND APIARIES: It shall be unlawful for any person, firm or corporation to keep or maintain or to suffer or permit to be kept or maintained upon any premises owned or controlled by him or it, any dog or cat, male or female, kept mainly for breeding purposes, within three hundred (300) feet of any dwelling house other than that of the owner or person in control of such dog or cat.

In any portion of the City of Pasadena, excepting the Industrial District fixed and established by Ordinance No. 1433 as it now exists or may hereafter be amended, it shall be unlawful for any person, firm or corporation to establish, keep or maintain, or suffer or permit to be established, kept or maintained, upon premises owned or controlled by him or it, in the City of Pasadena, any dog kennel or cat kennel, any portion of which is situated within one thousand (1000) feet of any dwelling house other than the dwelling house of the owner or person in control of such kennel.

(dd) The term "dog kennel" as used in this section is defined to be any place where five (5) or more canine animals are kept or permitted to remain. The term "cat kennel" as used in this section is defined to be any place where five (5) or more feline animals are kept or permitted to remain.

(e) BEES: It shall be unlawful for any person, firm or corporation to keep or maintain, or suffer or permit to be kept or maintained, upon premises owned or controlled by him or it in the City of Pasadena, any hive of bees within two hundred (200) feet of any dwelling house other than the dwelling house of the owner or person in control of such bees.

(f) HOGS: It is hereby declared to be a nuisance, and it shall be unlawful for any person, firm or corporation to keep or maintain any hog or hogs within the City of Pasadena.

SECTION 15. It is hereby declared to be a nuisance and it shall be unlawful for any person, firm or corporation to cause, suffer or permit the carcass of any animal to remain upon any lot, prem-

ises or place owned, controlled or occupied by him or it for a period of more than twenty-four (24) hours, or to bury the carcass of any animal upon any premises owned, controlled or occupied by him or it in the City of Pasadena, or to cause, suffer or permit any animal or vegetable matter, garbage, filth, night soil, slops, swill, suds, stagnant water or other offensive matter liable to become putrid, to collect or to be deposited upon any lot, premises or place owned, controlled or occupied by him or it, except as otherwise provided by ordinance regulating the accumulation, collection and removal of garbage.

SECTION 15. (a) It shall be unlawful for any person to trespass or go upon the land or property of any other person for the purpose of dumping, or to dump upon the land or property of any other person, any garbage, refuse, junk or any waste or discarded matter of any kind.

(b) It shall be unlawful for any person, firm or corporation to cause, suffer or permit to be dumped or placed upon any premises within the City of Pasadena, and over or upon any water meter or gate valve on any water line, any rubbish, dirt, building material or other obstruction of any kind or nature whatsoever.

SECTION 16. REMOVAL OF GARBAGE: It is hereby declared to be a nuisance, and it shall be unlawful for any person, firm or corporation to haul, remove or carry any garbage through, upon or along any street in the City of Pasadena, unless such garbage is contained in a strong, water-tight or metal compartment or receptacle having a tight-fitting wooden or metal cover or covers, and so constructed as to prevent any garbage from falling, leaking or spilling, or odor escaping therefrom; and unless such compartment or receptacles and the wagon or truck carrying the same, used for carrying or hauling garbage, has been thoroughly cleansed within twenty-four (24) hours before being used; or to fail or neglect to thoroughly cleanse such compartment or receptacles and the wagon or truck carrying the same within twenty-four (24) hours after carrying or hauling any garbage.

SECTION 17. CLEANING CESS-POOLS: It is hereby declared to be a nuisance, and it shall be unlawful for any person, firm or corporation to clean or move the contents of any cesspool, privy or vault within the corporate limits of the City of Pasadena between the hours of 4 o'clock A. M. and 8 o'clock P. M., or to carry the contents of any cesspool, privy or vault along any street of said city between the hours hereinbefore mentioned.

All carts, vehicles or receptacles of whatever nature, used for the purpose of carrying and removing the contents of any cesspool, privy or vault, along any of the streets of said City, shall be sufficiently strong and tight to prevent any leakage and shall be so tightly covered as to prevent any offensive odor arising therefrom and shall be thoroughly flushed with water immediately after use, so that they shall be in a clean and sanitary condition.

SECTION 18. HAULING DIRT, ETC.: It shall be unlawful for any person, firm or corporation to haul any dirt, sand, gravel or similar material upon or along any paved, oiled or macadamized street in the City of Pasadena, unless contained

in a box or receptacle sufficiently tight to prevent the same from sifting or dropping upon such street.

SECTION 19. DUMP GROUNDS: It is hereby declared to be a nuisance, and it shall be unlawful for any person, firm or corporation to use or suffer or permit to be used any premises owned, occupied or controlled by him or it, in the City of Pasadena, for the throwing, dumping or depositing of table refuse, offal, swill, accumulation of animal, vegetable and other matter that attends the preparation, consumption, decay or dealing in, or storage of meats, fish, fowl, fruits or vegetables, or animals, or any garbage, or offal, ashes, tin cans or rubbish. Provided, however, that the City Manager may from time to time by order and with the consent of the owner thereof, designate certain lots or parcels of land whereon it shall be lawful to dump non-putrefactive rubbish under the supervision and control of municipal officers.

This section shall not be construed to prohibit the burying of ashes and tin cans accumulated by any family upon premises occupied by it.

SECTION 20. POLLUTION OF WATER: It is hereby declared to be a nuisance, and it shall be unlawful for any person, firm or corporation in the City of Pasadena to corrupt, pollute or render unwholesome or impure the water of any drinking fountain, hydrant or place within said City.

SECTION 21. MUSICAL INSTRUMENTS: It is hereby declared to be a nuisance, and it shall be unlawful for any person, firm or corporation, vending, advertising or soliciting the sale of, or assisting in vending, advertising or soliciting the sale of any kind of notions, merchandise or medicines, in the City of Pasadena, to used a musical instrument or instruments or device, or to sing or call out or to make any noise or noises to attract persons for the purpose of vending, advertising or soliciting the sale of notions, medicines or merchandise.

SECTION 21 (a). NOISY ANIMALS: It is hereby declared to be a nuisance, and it shall be unlawful for any person, firm or corporation, to keep, maintain or permit upon any lot or parcel of land within the City of Pasadena, under his or its control, any animal or animals, including any fowl or fowls, which by any sound or cry shall disturb the peace and comfort of any neighborhood, or interfere with any person in the reasonable and comfortable enjoyment of life or property.

SECTION 22. UNNECESSARY NOISES: It is hereby declared to be a nuisance and it shall be unlawful for any person, firm or corporation, to make, cause or suffer or permit to be made or caused, upon any premises owned, occupied or controlled by him or it in the City of Pasadena, any unnecessary noises or sounds which are physically annoying to persons of ordinary sensitiveness or which are so harsh, or so prolonged or unnatural, or unusual in their use, time or place as to occasion physical discomfort to the inhabitants of said City, or any number thereof.

(a) It shall be unlawful for any person, firm or corporation to maintain or operate any automobile repair shop, machine shop, or any garage or place for the repair of automobiles in any Zone C, D or E, as established by Ordinance No. 1982 of the City of Pasadena, or as may

be hereafter established, without a valid permit therefor issued by the City Manager of said City.

SECTION 22. ROCK CRUSHERS: It is hereby declared to be a nuisance, and it shall be unlawful for any person, firm or corporation, to operate any rock or stone crusher or rock or stone crushing machinery within the City of Pasadena, unless such rock or stone crusher or rock and stone crushing machinery, and all the equipment thereof, including the chutes through which rock and stone are carried to or away from the crushing machinery, are so constructed, covered, arranged and operated that the noises resulting from the operation thereof are effectually deadened and silenced so far as is consistent with the practical operation of such rock or stone crusher, or rock or stone crushing machinery, and that dust in large and unusual quantities does not arise therefrom.

It is hereby declared to be a nuisance and it shall be unlawful for any person, firm or corporation to operate a steam shovel in the City of Pasadena without the exhaust of said steam shovel effectively muffled.

SECTION 23. SEPARATE OFFENSES: Each day during which a nuisance as stated in this ordinance is maintained, continued or suffered or permitted to be maintained, continued or to exist, shall constitute a distinct and separate offense.

SECTION 24. PENALTIES: Any person, firm or corporation, as principal, officer, agent, clerk or employee, whether acting for himself or itself or for another person, firm or corporation, who or which shall violate any provision of this ordinance, shall be guilty of a misdemeanor, and upon conviction thereof shall be punished by a fine not exceeding Five Hundred Dollars (\$500), or by imprisonment in the City Jail not exceeding six (6) months, or by both such fine and imprisonment.

SECTION 25. REPEALS: Ordinances Numbers 1075, 1389, 1402, 1489, 1522, 1555, 1631, 1632, 1659, 1670, 1693, 1698, 1716, 1768, 1792, 1793, 1857, 1858, 1896 and 1910, and all ordinances or parts of ordinances in conflict herewith, are hereby repealed. Provided that any such repeal shall not affect or prevent the prosecution and punishment of any person, firm or corporation for any act heretofore done or permitted in violation of any ordinance which may be repealed by this ordinance, and shall not affect any prosecution or action which may be pending in any court for the violation of any ordinance repealed by this ordinance.

SECTION 26. The City Clerk shall certify to the adoption of this ordinance and cause the same to be published once in the Pasadena Evening Post.

I hereby certify that the foregoing ordinance was adopted by the Board of Directors of the City of Pasadena at its meeting held September 29, 1921, by the following vote:

Ayes—Directors Caunt, May, Simpson, Snowball and Wadsworth.

Noes—Director Post.

BESSIE CHAMBERLAIN,
Clerk of the City of Pasadena.

Signed and approved this 29th day of September, 1921.

HIRAM W. WADSWORTH,
Chairman of the Board of Directors of the City of Pasadena.

200 11-14-35

It is hereby declared to be a nuisance and it shall be unlawful for any person, firm or corporation to operate any steam, gas, gasoline, distillate, kerosene, oil, Diesel, or other internal combustion engine in the City of Pasadena unless the exhaust of such engine is effectively muffled.

MUNICIPAL PRINTING
DEPARTMENT
PASADENA, CALIFORNIA

#161

Surplus

1

1

City of San Jose

HEALTH
DEPARTMENT



Milestones of Progress

1920 - 1936

San Jose, Health Dept
1920 - 1936
San Jose

▼

SAN JOSE, CALIFORNIA

FOREWORD



During the past two or three years, students from various colleges have visited the San Jose Health Department to obtain information for a survey of the department's past and present activities in order to evaluate the improvements that have been made.

Since the records were not correlated in a separate report, it was difficult to give the desired information. Believing that such a report, containing a correlate of the major activities year by year and showing improvement and increased efficiency would be of educational value for reference, I decided to gather the material and put it into a single report, and designated it as:

MILESTONES OF PROGRESS OF SAN JOSE HEALTH DEPARTMENT — 1920-1936

DR. H. C. BROWN,
Health Officer.
San Jose, Calif.,

April, 1937.

CHAMBER OF COMMERCE OF THE UNITED STATES

INTER-CHAMBER CITY HEALTH



CONSERVATION CONTEST

This Certifies that
San Jose, California

has received honorable mention in the

1934 INTER-CHAMBER CITY HEALTH CONSERVATION CONTEST

conducted under the auspices of the
Chamber of Commerce of the United States
with the cooperation of
The American Public Health Association

TO THE

San Jose Department of Health

Washington, D C.

May 1, 1935

W. J. Carrigan
President
S. J. [Signature]
Secretary

PUBLIC RECOGNITION OF SAN JOSE'S CONSERVATION WORK

Milestones of Progress

of the

City of San Jose Health Department

1920 - 1936

Manager and Councilmen I have served under:

C. B. Goodwin, Manager

M. E. Arnerich
Elmer E. Chase
Joseph T. Brooks
William Bigger
Dan W. Gray
A. G. Bennett*
Charles Bishop
A. M. Meyer
Clyde L. Fischer

A. C. A. Jayet, M.D.
W. L. Atkinson
D. M. Denegri*
W. J. Irons
Fred Doerr
W. L. Biebrach
L. Roger Nash
Richard French
Harry Young

(* Deceased)

PRESENT COUNCILMEN

Richard French, President

W. L. Biebrach
Fred Doerr
Clyde Fischer

Joseph T. Brooks
Charles Bishop
Harry Young

ADVISORY BOARD OF HEALTH

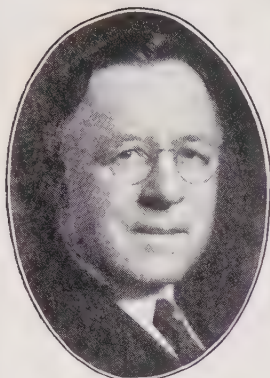
F. S. Ryan, M.D.
William P. Butler

R. S. Kneeshaw, M.D.
Marshall I. Mason, M.D.

W. L. Popp



CLARENCE B. GOODWIN
City Manager



FRED DOERR
Councilman



W. L. BIEBRACH
Councilman



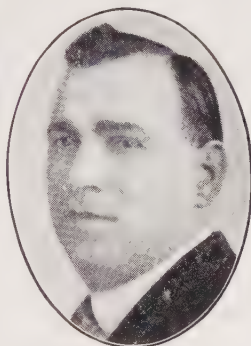
JOS. T. BROOKS
Councilman



RICHARD FRENCH
President of the Council



HARRY YOUNG
Councilman



CHAS. BISHOP
Councilman



CLYDE FISCHER
Councilman



DR. H. C. BROWN
Health Officer

1920

On November 4, 1920, I was appointed Health Officer of San Jose by City Manager C. B. Goodwin. Upon assuming my duties I took an inventory of equipment, supplies and data, seeking particularly reports of past activities that might be helpful in carrying on the duties of a Health Officer. It was discouraging to find, however, that there was scarcely any available data and only two annual reports on file.

The two reports were for the years 1918 and 1919 and consisted of nine typewritten pages of legal cap. They were not very informative, to say the least. There were few Health Ordinances except the base ordinance, and no Health Code. As it was so late in the year when I took office, we made the annual report for 1920 in the same general form as the two preceding ones.

During my first year in office the department's personnel consisted of only one full-time Chief Meat and Food Inspector, acting as Health Officer; two full-time Slaughter House Inspectors, working on the floor of the slaughter houses, and one full-time Food, Milk and Dairy Inspector.

The City Building Inspector was also acting as Plumbing and Sanitary Inspector for the Health Department. The laboratory work was being done by an outside laboratory on a \$50 a month contract basis. The office of the Health Department was being shared with the License Collector and his assistant, the assistant doing all the secretarial work of the Health Department. I mention these things to indicate how badly handicapped the department was at the outset.

With an estimated population of 39,642, our department's expenditures for 1920 totaled \$8,956 or a little more than 22 cents per capita.

The yearly report showed 742 births at a rate of 18.7 per thousand, and 512 deaths or 12.1 per thousand. Besides the birth and death rate, the report showed the number of contagious disease cases and resultant deaths; laboratory reports; sanitary inspections, and milk and food inspections. An idea of the extent and worth of our milk inspection work may be gained from the fact that 2,122 gallons of milk were found unfit for human consumption and were accordingly condemned that year.

1921

In 1921 we carried on with the same personnel as in the previous year. With more detail now being recorded, the annual report consisted of 16 typewritten pages of legal cap.

It showed that our population had increased to 40,642 and that there were 766 births at a rate of 18.8, and 484 deaths at a rate of 11.8. That year we inaugurated photostatic copying of birth and death certificates in place of hand copying.

One of the most important new undertakings, in addition to the photostatic copying whose value is self-evident, was adoption of a system of scoring food places. These improvements, along with numerous other new activities and extra work necessary for the increased population, brought the department's yearly expenditures to \$16,138.19 or 39 cents per capita.

1922

We were given our own office and laboratory in 1922 and a full-time Stenographer, full-time Nurse, full-time Plumbing and Sanitary Inspector and full-time Laboratory Technician added to the staff.

For more accurate comparisons with other cities, we switched from a fiscal yearly report to a calendar report in 1922. Indicating the steadily increasing activities of the department, that report consisted of 26 pages of typewritten legal cap. Increased activities were, of course, reflected in our greater expenditures which totaled \$17,378.87. This was 40 cents per capita for a population of 42,500.

In 1922 we began classifying births by sex, race and nativity of mother and father. We also started classifying deaths into group causes, principal causes, those from communicable diseases and by international classification. The report showed 672 births at a rate of 13.4, and 521 deaths at a rate of 12.2. Infant mortality was 49 or 71.4 per thousand births.

That year I urged the City Council to provide a Health Code and that the following ordinances also be passed:

1. Controlling display of fruits and food upon the sidewalk and compelling dealers to keep them behind screens.
2. Increasing milk license fee with stronger measures for control.
3. Providing that milk served to patrons of restaurants, hotels or other eating places be bottled at the plant in individual containers.
4. Providing sanitary control of hotels, lodging houses, apartment houses and rooming houses by requiring: (a) permit of occupancy, (b) approved sanitary permit, (c) sanitary room inspection.
5. Charging of fees for burial permits.

CITY OF SAN JOSE

6. Requiring all physicians, veterinarians, midwives and undertakers to register yearly with the Health Department, with or without a fee.
7. Providing sanitary inspection of all laundries and requiring a permit and fee.
8. Requiring all vehicles carrying milk, vegetables, bakery goods and meat to have numbered license permits conspicuously displayed on the vehicles.
9. Abolishing all permits for food vendor wagons such as ice cream, fish and meat.

1923

In 1923 we began inspecting and scoring all dairies and milk plants, all food places where food was manufactured or sold on the premises, and all swimming pools with examination of water from the pool.

Our attempts to improve public health conditions received State recognition when on April 30, 1923, the Department of Agriculture issued a certificate of approval, granting the Health Department permission to grade all of San Jose's milk by reason of having a full-time Milk and Dairy Inspector.

Further assistance was given our department as the following agencies began co-operating with us: Good Cheer Club, child welfare work; City School Department, examination of school children with reports of suspicion of communicable disease and the number of vaccinations and immunizations; Santa Clara County Tuberculosis Association, tuberculosis prevention work.

Suggestions made to the City Council from time to time since I had taken office bore fruit in the following important health ordinances being passed in 1923:

1. Controlling display of foodstuffs and keeping them within doors.
2. Increasing the amount of milk license fees.
3. Providing for individual containers bottled at milk plants for consumption in hotels and restaurants.
4. Abolishing all permits for food vendor wagons or vehicles of any kind.
5. Providing laws for keeping of cows and requiring that they be tested for tuberculosis. (Incidentally, there were 22 one-to-three-cow dairies operating without any supervision or inspection up to the time this last ordinance was passed.)

6. Sanitary inspection and control of hotels and apartment houses.

7. Providing for the supervision and licensing of grocery stores.

All of these ordinances are accepted now as proper and necessary but they were not passed without a struggle on our part against opposition from many sources.

That same year I gave a Health Department luncheon to the Progressive Club of San Jose in the W. J. Lanini dairy to show the satisfactory sanitary condition of the dairy.

Our population had climbed to 45,500 by the end of the year when our annual report was made out. The 45-page report showed expenditures of \$22,270.21 or 50 cents per capita. There were 768 births at a rate of 16, and 449 deaths at a rate of 9.8. Infant mortality totaled 41, rate 52.1.

1924

Population had taken another jump by the end of 1924, totaling 46,800. Our expenditures were \$24,783.47 or 53 cents per capita.

That year we began recording births and deaths occurring in hospitals—a record which was later to show, by the increased number of hospitalizations, the results of our constant attempts to promote health education among the public.

Since no budget allowance had been made for a book-form report in 1924, our report consisted of 19 pages of typewritten legal cap. It showed 894 births at a rate of 16.9 and 543 deaths at a rate of 9.8. Infant mortality per 1,000 living births was 54.8.

Going back one year, our record of births and deaths in hospitals stood as follows: Births: 1923, 320 or 36.7 per cent of total; 1924, 365 or 42 per cent of total. Deaths: 1923, 331 or 71.6 per cent; 1924, 212 or 32.9 per cent of total. You will note from this year on that the percentage of births in hospitals increases.

1925

Continuing without a budget allowance for a book-form report, our 1925 report consisted of 26 pages of typewritten legal cap. It estimated the population had gone to 48,300 but our departmental expense dropped slightly to \$24,294.08 or 50 cents per capita.

There were 885 births, rate 18.3, and 497 deaths, rate 10.3. Infant mortality totaled 40, rate 49.3. Of the 885 births, 362 were in hospitals. This was 44.8 per cent of the total. Two hundred and fifty-one of the 497 deaths occurred in hospitals, or 41.1 per cent of the total.

MILESTONES OF PROGRESS

Three more important health ordinances were passed this year as follows :

1. Appointing an Assistant Plumbing and Sanitary Inspector.
2. Providing sanitary inspection of laundries.
3. Providing a system of bacteriological examinations in our laboratory to determine the bacterial cleanliness of glasses, spoons, knives and forks used in public food places.

National recognition was given our work in a survey of 86 cities published in 1925. The survey, taken the year before, was made by the Research Division of the American Child Health Association. Its purpose was to secure facts regarding health activities of cities whose population ranged from 40,000 to 70,000. The cities surveyed were scattered through 31 states and represented all sections of the country. The complete findings are available in the book, "A Health Survey of 86 Cities by the Research Division of the American Child Health Association". The book is published at 370 Seventh Avenue, New York City.

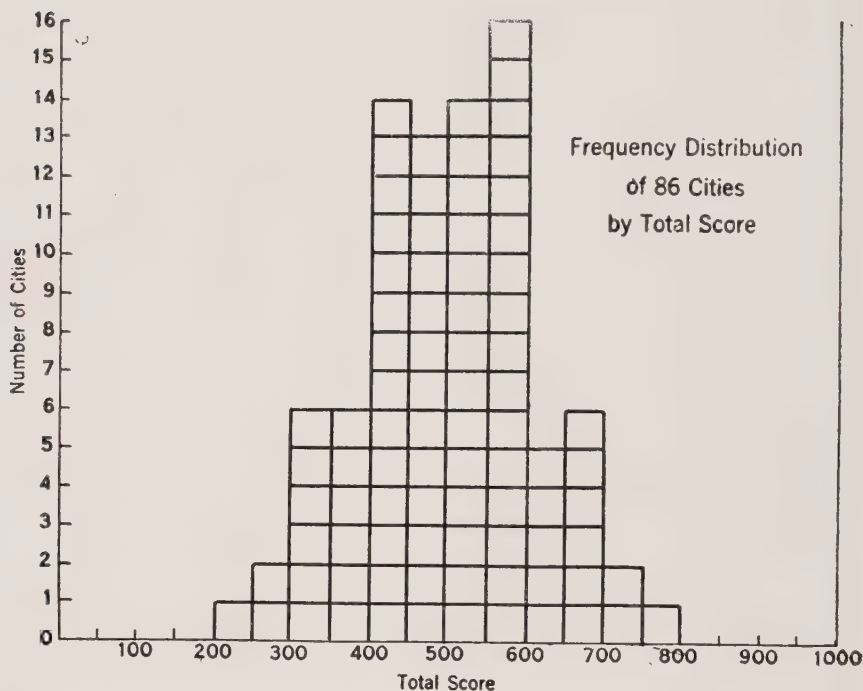
"In its public health activity San Jose stands among the upper third of cities in eight of the eleven major health activities and among the middle third in three," says the survey on page 507. And on page 508 appears the following illustrative chart :

Activities	Conducted by	Lower Third	Middle Third	Middle Third
Vital Statistics	H	*
Com. Dis. Control	H	*
V. D. Control	P	*
T. B. Control	P	*
Pre-natal	P	*
Infant	P	*
Pre-school	P	*
School	E	*
Sanitation	H	*
Laboratory	H	*
Pop. Health Inst.	H-P	*

H—Health Dept. E—Dept. of Education. P—Any Private Agency.

On page 26 of the same book is another chart showing the relative standing of the various cities. San Jose received from Dr. W. F. Walker, field representative of the Research Division, a

detailed score of its standing which was 695 out of a possible 1,000—one thousand being considered perfect. Only three cities of the 86 competing received a higher score than San Jose. The table follows:



1926

Having convinced the City Council of the importance of a book-form, annual report, money was appropriated for the purpose and we were able to resume our book report, which for 1926 consisted of 44 pages.

Owing to the annexation of some small districts, the population had now grown to an estimated 50,000. Our expenditures were \$27,250.19 or 54 cents per capita.

There were 922 births, rate 18.2, and 565 deaths, rate 11.1. The infant mortality rate was 46.5. Of the total births, 523 or 51.4 per cent were in hospitals. With a total of 283 the percentage of deaths in hospitals was 41.1 per cent.

CITY OF SAN JOSE

New ordinances passed during the year included :

No. 2070—Keeping food within doors and behind screened areas.

No. 2042—Increasing fees for meat inspection.

No. 2043—Creating office of Sanitary Inspector.

New ordinances recommended to the Council for passage included: 1. Creation of a Health Code; 2. Requiring all food-handlers to be examined; 3. Regulating barber shops and beauty parlors and requiring a certificate of health from barbers and beauty operators; 4. Regulating disposal of waste and waste water deposited in creek beds; 5. Regulating sale and disposal of second-hand clothing, bed clothes and mattresses and providing for their fumigation.

1927

By the end of 1927 San Jose had annexed the French residence tract, Hanchett Park, College Park, Hester district and part of Burbank district—a territory comprising about three and a half square miles with an estimated population of 12,000. Hence for 1927 we estimated San Jose population at 60,500.

Our departmental expense for that year was \$33,263.21, a per capita of 55 cents.

There were 912 births or 15 per thousand population, and 18 still-births, which was 1.9 per cent of live-births. Infant mortality was 36, a rate of 38.3. Deaths totaled 581, a rate of 9.6.

The hospital births totaled 588 or 58.1 per cent of the total, and the deaths in hospitals totaled 296 or 41.6 per cent.

That year we were successful in securing passage of Ordinance No. 2155, regulating hotels, apartment houses and bungalow courts. I also proposed that the Council strengthen the Health Code, but no action was taken at that time.

Beginning with 1927, upon our request the School Department submitted a report of its health activities which we incorporated in our annual report.

1928

Our yearly report, a 31-page book for 1928, showed a population of 62,750 and expenditures of \$34,469.09 or 55 cents per capita.

There were 767 births recorded, rate 12.2, and 610 deaths, rate 11.6. The infant mortality rate was 49.5. Births in hospitals totaled 499 or 62.6 per cent of the total. There were 307 deaths in hospitals or 42.2 per cent.

New ordinances passed included No. 2178, which regulated barber shops more strictly.

Ordinances I urged the Council to pass included: 1. Regulating nuisances caused by smoke; 2. Abolishing the use of milk pumps in ice cream parlors; 3. Regulating the bacterial count in ice cream.

1929

The 1929 report consisted of 41 pages, fully recording all activities of the Health Department with vital statistics, communicable disease cases, health of the school child, infant welfare, dairy, food, sanitary and plumbing inspections and results of our laboratory work.

We estimated our population at 62,750, the same as the previous year, as a census would be taken in 1930, and we did not wish to have too great a discrepancy for accurate statistical purposes. Our departmental expense was \$34,739.92, approximately 55 cents per capita.

Births totaled 755, being 12.2 per thousand population, and there were 561 deaths, 8.9 per thousand. Infant mortality was 27 or 35.7. Hospital births totaled 599 or 70 per cent of the total, and here were 303 deaths in hospitals, 45.6 per cent.

1930

Allowing for an arithmetical increase of 1104 persons a year since the United States census of 1920 had set San Jose's population at 39,642, the city should have had a population of at least 50,682 by 1930. The United States census report went even better than that, however, fixing the number at 57,615. We had reason to believe it was closer to 62,750 at that time.

Taking the 1930 census figure as a basis, our department expense was 57 cents per capita or \$32,691.67 that year.

Births totaled 704, rate 12.2, and deaths totaled 528, rate 9.1. Infant mortality was 35, a rate of 48.1. There were 588 or 54.1 per cent of the births in hospitals. Hospital deaths totaled 267 or 43.3 per cent of the total.

Our yearly report consisted of 41 pages fully recording all activities. The Food Inspector resigned during the year and his duties were absorbed by other inspectors, leaving a personnel of eleven.

1931

Further readjustments in the department this year resulted in discontinuing the office of Assistant Plumbing Inspector, which cut the staff to ten.

With an estimated population of 59,451, our expenditures totaled \$30,284.21, which was 51 cents per capita.

This year was rather an uneventful one, so in examining our yearly report, which consisted of 41 pages, we will deal only with

vital statistics. These showed 737 births at a rate of 12.3, and 575 deaths at a rate of 9.6. Infant mortality totaled 24, a rate of 32.5. Births and deaths in hospitals were: Births, 661 or 77.2 per cent; deaths, 322 or 47.1 per cent.

1932

By act of the Legislature, the State Department of Agriculture took over the inspection of all slaughter houses February 1, 1932. With this change the personnel was made up of the following, as at present: Health Officer, Chief Food Inspector, Food Inspector, Milk and Dairy Inspector, Sanitary Inspector, Plumbing Inspector, Public Health Nurse, Laboratory Technician, and Secretary and Deputy Registrar.

Due to financial stress, we were forced to cut our yearly report to 30 pages. It showed a population of 61,250 with expenditures of \$27,082.20 or 44 cents per capita.

There were 803 births, rate 9.6, and 560 deaths, rate 9.1. Infant mortality totaled 19, rate 31.4. Births in hospitals totaled 701 or 82.9 per cent of the total, and hospital deaths totaled 279 or 40.1 per cent of the total.

In 1932 an analytical study of the administration of regulatory inspectional service in 38 American cities was made by Edna Trull and published in Administration Service Publications No. 27. On page 58, Chapter IV, she has the following to say regarding San Jose:

“Departmental reports do not as a rule furnish the most entertaining reading, but any person with a normal amount of curiosity as to what the local taxes are being paid for cannot help but be interested and impressed with the laconic but suggestive details of a carefully itemized report of a well organized health department. The two representative reports reproduced below with a slight necessary condensation are presented as the best means of picturing the scope and diversity of the health inspection activities carried on in many cities. One report, that of Newark, shows the elaborate functions necessary in a comparatively large city; the other, of San Jose, somewhat less pretentious but nevertheless thorough inspection activity in a relatively small city. These reports, it is fair to say, are above the average in the presentation of details.”

Since the “two representative reports” referred to in the above quotation are quite long and detailed, lack of space prevents their reproduction here.

1933

Entered by the Chamber of Commerce in the Inter-chamber City Health Conservation contest for cities in its population class, San Jose received seventh place.

Our 1933 report, consisting of 29 pages, showed a population of 63,050 and expenditures of \$26,025.06, 41 cents per capita.

There were 525 births, rate 8.3, and 558 deaths, rate 8.9. Infant mortality was 12, a rate of 22.8. Hospital births totaled 622 or 76.6 per cent, and deaths totaled 294 or 52.6 per cent.

New ordinances passed in 1933 included:

No. 2373—Regulating and licensing fish peddling.

No. 2385—Regulating and licensing sale of fruits, vegetables and farm products.

No. 2393—Regulating and licensing of dance halls and public dancing.

No. 2403—Regulating the sale of cigars and cigarettes.

1934

Entered again in the Inter-chamber of Commerce Health Conservation contest, San Jose was awarded Honorable Mention this year.

Upon solicitation of the local SERA director, the Health Department added three nurses to work under a Child Health Recovery Program which had its inception at the National Child Health Recovery Conference at Washington, D. C., October 5, 1933.

San Jose completed a nutrition survey of 1089 school children who were not under a regular school health supervisor. The following physicians assisted in the survey and did the examinations: Drs. E. A. Amaral, H. J. Arnold, S. V. Campisi, C. Kelly Canelo, A. T. McGinty, Milton A. Premo, J. L. Pritchard, Earl O. G. Schmitt and C. S. Sullivan.

Defects found were: Nutrition, 375; heart, 33; orthopedic, 4; teeth, 484; posture, 302; glands, 322; throat, 350; lungs, 33; skin, 42; nose, 61; thyroid, 10; ear, 7.

Defect notices were sent to parents of the affected children with recommendations for correction by the family physician. A follow-up check showed that 340 corrections had been made. Tubercular skin testing was completed in one school. One hundred and twenty-five children were tested with 21 positive reactions or 25 per cent. Lack of funds prevented an X-ray follow-up, consequently we have no figures at the present time but expect later to do follow-up work.

Late in the autumn a Well Baby Conference was opened in one district where a large proportion of the residents were working on Federal employment projects and where no regular supervision was available for babies. We were fortunate in having Ellen Stadtmuller, M.D., State Bureau of Hygiene, come to San Jose and inaugurate our opening at which 50 babies were enrolled. Nursing visits were made at the homes between conferences. The following doctors co-operated in making the examinations: S. V. Campisi, James C. Muir, Leslie Magoon and Helen Bruckman.

Our report for 1934 consisted of 29 pages, showing a population of 64,850, expenditures of \$25,595.41 or 41 cents per capita, 527 births at a rate of 8.2 and 506 deaths at a rate of 7.8. Of the total births 624 or 84.9 per cent were in hospitals and 322 or 46.5 per cent of the deaths were in hospitals.

1935

Owing to unavoidable handicaps, financial and otherwise, that would mitigate or prevent an increased percentage in our standing in an Inter-chamber Health Conservation contest, it was thought advisable to discontinue our entry until the handicaps were removed.

Our Child Health Recovery work, with infant welfare and tuberculosis case finding project assisted by the Federal Government, had meanwhile proved so popular that there was an insistent demand for more activity in this division. Accordingly, an application was made to the Federal Government and the project was extended by WPA assistance in providing two nurses and one assistant secretary.

A second Well Baby Conference was established with conferences held in one place the first and third Fridays of each month and in another place the second and fourth Fridays. In 1936 we sponsored 20 such conferences during which 140 babies were registered. The conferences were followed by 425 follow-up visits. Whenever parents give their consent we immunize and vaccinate registered well babies. Post partum cases discharged from the County Hospital are referred to the San Jose Health Department for follow-up by the Field Nurse.

Bringing about closer co-operation between the Santa Clara County Tuberculosis Association, the School Department and the Health Department, we began a program of tuberculosis case finding, our nurse visiting the chest clinic of the Tuberculosis Association each Monday afternoon. In conjunction with the School De-

partment, tuberculosis testing has been started in the city schools by the Health Department. The X-ray mobile unit furnished by the Santa Clara County Tuberculosis Association assists greatly in segregating the reactors into groups needing definite treatment.

Results of tuberculosis testing at San Jose High School appear in our 1935 annual report condensed as follows: Total number tested, 619. Negative reactions, 462. Positive reactions, 157. X-rays taken, 124. Negative, 88. Positive, 36. Adult, 5. Childhood, 14. Suspicion, 9. Cardiac, 2. Upper respiratory, 6.

An important Health Ordinance, No. 2748, was passed November 27, 1935. This ordinance makes it unlawful for any person to operate a pasteurizer without securing a permit from the Health Officer. For a year prior to passage of the ordinance, monthly meetings were held to which all operators of pasteurizers were invited. Thirty responded and were given instruction relative to all laws governing pasteurization, the probable bacterial content with thermal point and time required to destroy the bacteria, and other general information. They were all required to pass a written examination before given a permit and were examined again in 1936. We were assisted in conducting our examinations by A. W. Hayes, Market Milk Specialist of the State Department of Agriculture. We consider this an excellent method of creating interest in producing pure, safe milk by pasteurizers.

Our 1935 report consisted of 29 pages, showing a population of 66,650, expenditures of \$25,742.84 or 39 cents per capita, 518 births at a rate of 7.7, 553 deaths at a rate of 8.2, and infant mortality 15 at a rate of 28.9. There were 652 births in hospitals or 88.8 per cent. Hospital deaths totaled 392 or 49.4.

1936

With an estimated population of 68,450, our expenditures for 1936 totaled \$26,388.89 or 39 cents per capita. This estimated population does not take into account the estimated 6,500 brought into San Jose by the annexation of Willow Glen October 1, 1936.

Births totaled 560, a rate of 8.2. There were 580 deaths, rate 8.4. Infant mortality totaled 17, rate 30.4. There were 666 hospital births, 91.5 per cent of the total. Hospital deaths totaled 404 or 50.7 per cent.

We are continuing our public health activities along our usual line of Vital Statistics, Communicable Disease Control, Venereal Disease Control, Tuberculosis Control, Maternity Hygiene, Infant Hygiene, Pre-school Hygiene, School Hygiene, Food and Milk Control, Sanitation, Laboratory, Public Health Instruction, full de-

tails of which can be found in our annual reports. We still have the assistance of the staff provided under the WPA. With this help it has been possible to conduct four Well Baby Conferences a month, serving mothers whose babies are born at the County Hospital.

Sick babies are referred to private physicians or to the County Hospital pediatric clinic. The total number of conferences held in 1936 was 44 and the total number of babies registered was 267. Number of visits made was 1,248. The same plan of vaccination and immunization as adopted in 1935 is followed, school children who cannot afford a private physician being given this service in the schools by the Health and School Departments.

Pre-school children are vaccinated and immunized at the Health Department office Wednesday afternoons or at the Well Baby Conferences. There were 1,578 vaccinations in 1936, and 1,377 immunizations. These figures indicate how nicely our program is working out.

Continuing our tuberculosis control work, the Public Health Nurse spends one afternoon each week at the chest clinic conducted by the Santa Clara County Sanatorium. Home visits are made for proper instruction and isolation.

It is obvious that one Public Health Nurse serving a city of 65,000 cannot carry on tuberculosis control work at maximum efficiency. However, there is encouragement in the knowledge that case finding is gaining momentum in our schools and is greatly facilitated by the use of the portable X-ray. It was gratifying to find no active cases in the last survey conducted at the San Jose and Notre Dame High Schools.

The number of skin tests given by the School Department in co-operation with the Health Department at various schools follows: San Jose Senior High, 373; Technical High, 39; Edison High, 8; Notre Dame High, 166. Total 586. Positive reactions, 151. Number X-rayed, 150 — no active cases found. A full report of this work can be found in our annual report for 1936.

Since 1926 the San Jose Health Department has been issuing monthly bulletins, the object being to inform and educate. We wanted our citizens to know what public activities were being carried on to safeguard their health. Omitting detailed activities, we are reproducing three of the bulletins in part to show their type and character. The titles of the three are "The Control of Diphtheria," "Sanitation and Cleanliness," and "Springtime."

THE CONTROL OF DIPHTHERIA

Monthly Bulletin

Jan. 2, 1936.
Vol. 5.

San Jose, Calif.
No. 5

YOU CANNOT STOP CONTAGIOUS DISEASE WITH LAW, A HEALTH OFFICER AND A PLACARD. YOU MUST HAVE THE CO-OPERATION OF THE PEOPLE BY EDUCATION, PERSUASION AND ORGANIZATION.

This is especially true of diphtheria, over which we have in our hands every weapon necessary to fight this enemy, and possess a more complete power over it than is the case of any other communicable disease. If the known scientific knowledge regarding the control of diphtheria had been fully put into effect during the past decade, there would be virtually no diphtheria to worry about. Health agencies and officials have long recognized that diphtheria control is essentially a pre-school problem, but the difficulty encountered in securing the immunization of the pre-school child seemed to be impractical, and consequently health officials throughout the country resorted to mass immunization in the public schools and clinics.

The depression brought about economic changes with its attendant desire by the people for many changes in the social order of things. One of the things desired was a change from mass immunization to some other form that might be more efficient as well as equitable. From these desires emerged the various plans known as the Detroit, Alameda and Baltimore plans as well as many others. In San Jose, owing to the increased morbidity and mortality rate for the years 1920, 1921 and 1922, it was deemed necessary to take measures to control the same. The Health Department, in co-operation with the School Department, inaugurated the method then in vogue of mass immunization in the schools.

The following tables will show at a glance the results obtained:

	1920	1921	1922	1923	1924	Total
Immunizations	0	0	0	276	371	647
Cases	55	206	164	81	139	645
Deaths	11	15	10	0	6	42
	1930	1931	1932	1933	1934	Total
Immunizations	515	382	396	163	283	1729
Cases	31	23	8	14	22	98
Deaths	1	0	1	0	1	3

The 1935 record of cases and deaths show the actual figure. This is not a great increase but shows an upward trend. The number of immunizations are not actual figures but are from available records.

Immunizations and cases and deaths for the year 1935:

Number of immunizations: 130.

Cases: School age, 19; Pre-school age, 4; Adults, 4. Total, 27.

Deaths: School age, 3; Pre-school age, 1. Total 4.

In the last year or two a modification of the mass immunization plan has been undergoing a change that should in the future by hard work, education, persuasion and sustained efforts result in immunization of 75% of pre-school children and entirely eliminate mass immunization. But until that time, the mass immunization plan should not be entirely discarded. The increase of morbidity and mortality rates for diphtheria in 1935 is a challenge to our efficiency.

Let us all meet the challenge and resolve that beginning with the new year of 1936 we will dedicate ourselves to the elimination of diphtheria from our midst by doing our duty and meeting our responsibilities by seeing that the known methods of control and elimination are fully used. Let us resolve to develop the method that will assure the constant and continuous immunization of at least 60 per cent of our pre-school and school children. . . .

SANITATION — CLEANLINESS

March 1, 1936.

San Jose, Calif.

"Cleanliness is next to Godliness"

Vol. 5.

No. 7

Monthly Bulletin

The general public, when thinking about Health Department activities, usually thinks in terms of the control of communicable disease by isolation, placarding the home, and various other methods of controlling the activities of patients and contacts. They lose sight of the many activities of a Health Department in promoting and protecting the health of its citizens, especially along lines of sanitation.

Water glasses, coffee mugs, spoons and forks have long been recognized as the major carriers of disease germs. Spasmodic efforts have been made from time to time to improve the methods of washing and sterilizing eating utensils in restaurants and hotels but no systematic method of determining the bacterial count or rating

of sterilization was made. This was forcibly brought to the attention of health officials by the experience had in Dayton, Ohio, regarding the transmission of contagious lesions from mouth to mouth by reason of the use of unsterilized drinking glasses. Dayton, after investigating, immediately inaugurated a system of collecting from restaurants, hotels and drinking fountains utensils such as drinking glasses, coffee mugs, forks and spoons that are usually brought into contact with the mouth. Dayton was the first city in the United States to inaugurate this system of rating establishments according to the bacterial count of their utensils.

The laboratory method of examining these utensils is as follows: The properly prepared media is put into sterile petri dishes. The rims of the drinking glasses and coffee mugs are immersed in the media and rotated several times. The spoons and forks are likewise immersed in the media. The petri dish is then put into the incubator for the proper length of time, after which the bacterial count is made. This is an accurate, scientific way of determining the results of the washing and sterilization of the utensils. There are two methods in vogue for washing and sterilizing eating utensils: the hand-washed and the machine-washed. Both methods are in use in San Jose with practically no difference in results. This we attribute to the excellent methods used.

Regulations as to equipment and methods. Equipment: Automatic controlled water heaters for hot water supply. Regulation double compartment sink with hot and cold water for washing utensils. Separate two-compartment sink for glass washing at counters. Methods: Eating utensils must be washed in hot, soapy water with chlorine powder added, then rinsed in clear, hot water.

A study of the following table will show results obtained over a period of years:

Bacterial Count and Rating of Establishments

1797 establishments rated	0-10, A—Excellent	or 64.9%
608 establishments rated	11-30, B—Good	or 22.0%
160 establishments rated	31-50, C—Fair	or 5.8%
128 establishments rated	51-100, D—Poor	or 4.6%
76 establishments rated	101-up, E—Very poor	or 2.7%
2769		100.0%

You will note that there were 2769 laboratory examinations made of eating utensils that were collected from various establishments. Seventeen hundred and ninety-seven examinations rated from 0-10, A Excellent, which was 64.9% of the total. The lowest rating

101-up, E Very Poor, or only 2.7% of the total. This is an excellent record for the eating establishments in San Jose, especially when taken in connection with reports received from other cities.

SPRINGTIME

April 1, 1936.

San Jose, Calif.

Monthly Bulletin

Vol. 5.

No. 8

Spring is here. Let us again turn our thoughts to sanitation and cleanliness. This is the time of year that the housewife is cleaning house from basement to attic. Let us not forget the premises surrounding our homes, the back yard as well as the front lawns. If we have been negligent during the rainy season in allowing rubbish of all sorts to collect, let us take pride in our surroundings by having all the rubbish removed from the premises. At the same time, give some thought to flies. It has been stated that the number of flies in a community is an index to the condition of the sanitation. This is true in a measure because garbage, manure and filth are favorable breeding places for flies. They multiply very rapidly, and take only a few days to develop into a menace to health, as in their scavenger activities they invariably run from filth to food, contaminating it with whatever pollution they carry.

The following suggestions carried out will help materially in the fly elimination: Houses should be securely screened, both doors and windows; and places where food is kept should be protected from flies. Prevent breeding places by keeping premises free of manure, garbage and putrifying material. Keep flies out of your home, and swat every one that happens to get in. While you are cleaning out your back yard and eliminating breeding places for flies or mosquitoes, do not forget the front yard. Lawns, shrubs and flowers make the simplest yards very attractive. Neighbors respond to the suggestive stimulus of a clean, harmonious yard and lawn with attractive flowers, and may do likewise.

If every citizen of San Jose were bitten and inoculated by the little bug known as "Civic Pride," San Jose could and would in truth become the Garden City of the World. . . .

The following tables for the years 1920 to 1936 are given to enable one to see the records at a glance for comparative purposes:

Table I, Number of Personnel, Estimated Population, Expenditures, Per Capita Cost.

MILESTONES OF PROGRESS

Table II, Life Loss Statistics.

Table III, Infant Mortality.

Table IV, Still Births.

Table V, Births and Deaths in Hospitals.

Table VI, Protection of Milk and Water Supply.

TABLE I

Year	No. of Personnel	Estimated Population U.S. Census	Expenditure	Per Cap.
1920	(3 part time) (5 full time)	39,642	\$ 8,956.00	.2259
1921	8	41,431	16,138.19	.39
1922	8	43,220	17,378.87	.40
1923	10	44,909	22,270.21	.50
1924	10	46,800	24,783.47	.53
1925	10	48,300	24,294.08	.50
1926	12	50,500	27,240.19	.54
1927	12	60,500	33,236.21	.55
1928	12	62,750	34,469.09	.55
1929	11	62,750	34,739.92	.55
		U.S. Census		
1930	11	57,615	32,691.67	.57
1931	10	59,451	30,284.27	.51
1932	(1 part time) (9 full time)	61,250	27,082.20	.44
1933	9	63,050	26,025.06	.41
1934	9	64,850	25,595.41	.39
1935	9	66,650	25,742.84	.39
1936	9	68,450	26,388.89	.39

Accurate vital statistics records are based upon the population of any city. The estimated arithmetical yearly increase is computed by the increase from one decade to another as evidenced by the U. S. Census returns. If our estimations are incorrect, the vital statistics records will vary. Population of San Jose for 1920, 39,642, with an arithmetical increase of 1104, would give San Jose a population of 50,682 for 1930. U. S. Census returns gave a population of 57,615, which was approximately 7,000 below the actual. Our estimate of 62,750 was approximately 5,000 above, which accounts for the variation.

The U. S. Census gave San Jose a population of 57,615 in 1930. With an arithmetical yearly increase of 1,800, the 1936 population

CITY OF SAN JOSE

was 68,450. Willow Glen, annexed October 1, 1936, with an estimated population of 6,500, gives San Jose a population of 74,950. If we increase our yearly arithmetical increase to 2,000, we will have an estimated population of 82,950 for 1940. I do not believe that San Jose has grown as rapidly as the estimated yearly increase would show, however, and am therefore estimating that the 1940 U. S. Census will show San Jose to be a city of approximately 77,500 inhabitants. I shall continue to use the arithmetical increase until the 1940 census, however.

TABLE II

Life Loss Statistics

Deaths from:	1936	'35	'34	'33	'32	'31	'30	'29	'28	'27	'26	'25	'24	'23	'22	'21	'20
a. Typhoid Fever	0	0	0	0	1	0	0	0	2	1	0	3	0	0	1	0	0
b. Smallpox	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0
c. Diphtheria	0	1	1	0	1	0	1	2	2	1	0	0	6	8	10	15	11
d. Tuberculosis	10	15	10	23	19	18	11	22	22	24	36	24	21	21	46	46	34
e. Infants under 1 year.....	17	15	10	12	19	24	35	27	38	35	43	43	49	49	46	25	28
f. Maternal deaths	3	1	3	2	2	2	3	2	2	1	6	3	2	5	4	2	1
(deaths of mothers due to childbirth)																	
g. Diarrhea and Enteritis under two years	0	1	0	0	0	2	2	1	2	8	4	4	6	5	4	3	3

TABLE III

Crude Infant Mortality Rate

(Per thousand live births)

Year	1936	1935	1934	1933	1932	1931	1930	1929
Rate	30.3	28.9	18.9	22.8	31.4	32.5	48.1	35.7
Year	1928	1927	1926	1925	1924	1923	1922	1921
Rate	35.7	38.3	46.5	49.3	54.8	52.1	71.4	32.6
								37.7

Crude Infant Mortality Rate

(Five-year period)

Years	1931-1936	1926-1930	1921-1925	1916-1920
Rate	27	44	52	72

TABLE IV

Still Births by Years

Years	1936	'35	'34	'33	'32	'31	'30	'29	'28	'27	'26	'25	'24	'23
No.	15	5	13	16	15	21	19	29	29	18	24	23	19	25
Rate	2.6	.96	2.4	3.0	2.4	2.8	2.6	3.7	3.7	1.9	2.6	2.5	2.1	3.3

MILESTONES OF PROGRESS

TABLE V

Births and Deaths in Hospitals of Residents of San Jose

Year	No. Births	% of Total	No. Deaths	% of Total
1922	127	18.8	122	23.4
1923	320	36.7	331	71.6
1924	365	42.0	212	32.9
1925	362	44.8	251	41.1
1926	525	54.1	283	41.1
1927	588	58.1	296	41.1
1928	499	62.6	307	42.2
1929	599	70.	303	45.6
1930	588	72.6	267	43.3
1931	661	77.2	322	47.1
1932	701	82.9	279	40.1
1933	622	76.6	294	52.5
1934	624	84.9	322	46.5
1935	652	88.8	392	49.4
1936	666	91.5	404	50.7

TABLE VI

Protection of Milk and Water Supply

Years	1936	1935	1934	1933	1932	1931	1930	1929
Milk Samples to Laboratory	1662	1651	1795	1555	1500	1475	1441	1635
Milk Distributors'								
Average Score	97.9	97.9	97.8	97.7	97.0	96.8	95.9	93.8
Water Samples								
City Tap	444	777	436	166	114	60	57	63

Protection of Milk and Water Supply

Years	1928	1927	1926	1925	1924	1923	1922	1921	1920
Milk Samples to Laboratory	1319	1126	1122	888	856	835	766	326	78
Milk Distributors'									
Average Score	95.3	94.4	95.1	93.1	93.1	92.6	91.9	—	—
Water Samples									
City Tap	40	43	44	41	46	78	29	10	10

CONCLUSION

It has been my endeavor to present a record of the activities of the San Jose Health Department over the period of years that it has been under my administration. This record will show the citizenry what their money has been spent for, and will enable them to answer the questions: Is a Health Department worth while? Has my money been wisely spent? If there has been achievement shown, it cannot be attributed solely to the administrative authority, but to the hearty co-operation of all authorities and agencies connected with the Health Department.

I therefore wish at this time to express my sincere gratitude and thanks to the City Manager, members of the City Council, Advisory Board of Health, School Department, other departments, outside agencies, the city press and the general public who have contributed to the success of our activities over a period of many years. I would be amiss if I did not at this time call special attention to the loyal, hard-working personnel who have labored so faithfully in carrying out their various activities.

Again I thank you all.

Respectfully,

H. C. BROWN, M.D.,
Health Officer.



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